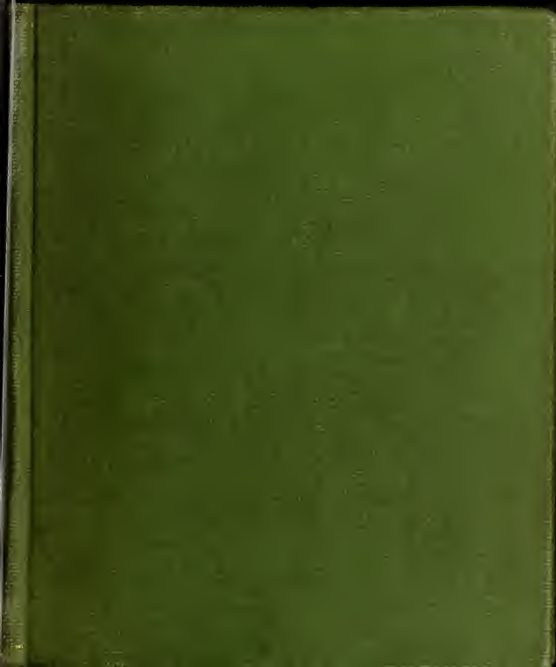
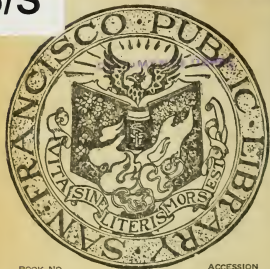




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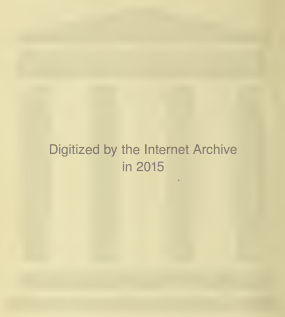
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CIVIL SERVICE COMMISSION

OF

SAN FRANCISCO

CALIFORNIA

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**CHARTER PROVISIONS, RULES AND
CLASSIFICATION**

(Publication No. 15)

Issued June 19, 1916



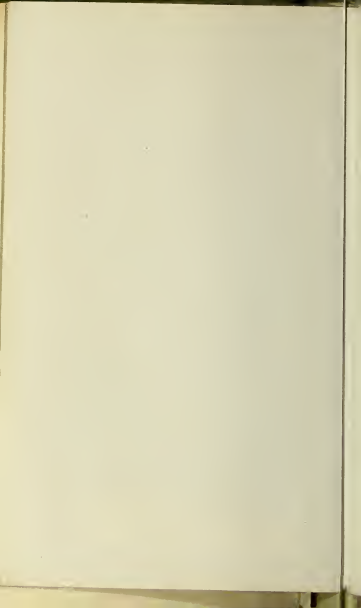
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CIVIL SERVICE COMMISSION

OF

SAN FRANCISCO

CALIFORNIA

CHARTER PROVISIONS, RULES AND CLASSIFICATION

Issued by order of the Civil Service Commission of San Francisco, June 19, 1916.

EARLE A. WALCOTT,
Commissioner.

BENJAMIN B. ROSENTHAL,
Commissioner.

JOHN J. O'TOOLE,
President.

Attest:

JAMES J. MAHER,
Chief Examiner and Secretary.



THE JAMES H. BARRY CO.
1122-24 MISSION STREET

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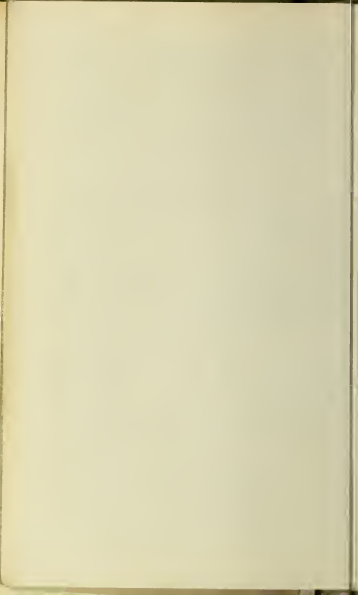
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Provisions of the Charter of San Francisco Relating to Civil Service

ARTICLE XIII. CIVIL SERVICE.

Appointment and Removal of Commissioners.

Section 1. The Mayor shall appoint three persons as Civil Service Commissioners, who shall constitute the Civil Service Commission. The persons so appointed shall, before taking office, make under oath, and file in the office of the County Clerk, the following declaration: "I am opposed to appointments to the Civil Service as a reward for political activity, and will execute the duties of Civil Service Commissioner in the spirit of this declaration". The term of one Commissioner shall terminate at twelve o'clock noon, July 1, 1915; the term of another shall terminate at twelve o'clock noon, July 1, 1917, and the term of another shall terminate at twelve o'clock noon, July 1, 1919. On the expiration of the term of any such Commissioner the Mayor shall appoint a successor with like qualifications to serve as a Commissioner for a term of six years. Each of the Commissioners shall receive an annual salary of twelve hundred dollars. The Commissioners may be removed from office in the same manner as are elective officers of the City and County, and not otherwise. The Supervisors shall appropriate annually not less than twelve thousand five hundred dollars for the expenses of the Commission, and not less

than five thousand dollars additional for the inspection service provided in Section 14 of this Article.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

* * *

Classified Service.

Sec. 2. The Commissioners shall classify, in accordance with duties attached thereto, all places of employment in or under the offices and departments of the City and County, not exempted under Section 11 of this Article, or which may be created hereafter and not specifically exempted by this Charter. The Commissioners may grade, and from time to time regrade, the positions covered by any class, in accordance with salaries and duties, to the end that like salaries shall be paid for like duties. The Commissioners may from time to time provide by rule for the manner in which such positions shall be filled. New positions when created shall be classified, graded and filled in accordance with these provisions. Before any new position is created, the authority creating such position shall secure from the Civil Service Commission the proper designation of such position, and the title of such position shall correspond with the classifications adopted in accordance with the provisions of this Section. In other than the Bureaus of Engineering and Architecture no appointee shall hold a position carrying a salary above the maximum established for the grade for which he has qualified except by securing such promotional rating as the Commission shall direct. Any classification or grading may be amended or abolished by the Commission, and classes calling for similar qualifications may be consolidated, but persons who have been appointed from any such class shall retain any position lawfully held thereunder so long as such position is maintained unless removed in accordance with

the provisions of Section 12. The places of employment not exempted shall constitute the classified civil service of the City and County, and no appointment to any such place shall be made except in accordance with the provisions of this Article and the rules adopted thereunder by the Civil Service Commission.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Rules of Commissioners.

Sec. 3. The Commissioners shall make rules to carry out the purposes of this Article, and for examinations, appointments, promotions and removals, and in accordance with its provisions may from time to time make changes in the existing rules. All rules and all changes therein shall be forthwith printed for distribution by the Commissioners.

Examination of Applicants.

Sec. 4. All applicants for places in the classified civil service shall be subjected to examination, which shall be public, competitive and free. Such examinations shall be practical in their character, and shall relate to those matters only which will fairly test the relative capacity of the persons examined to discharge the duties of the positions to which they seek to be appointed, and shall include, when appropriate, tests of physical qualifications, health, and of manual or professional skill.

Examinations.

Sec. 5. The Commissioners shall control all examinations, and may, whenever an examination is to take place, designate a suitable number of persons, either in or not in the official service of the City and County to be examiners; and if in the official service it shall be a part of their official duty, without extra com-

pensation, to conduct such examinations as the Commissioners may direct, and to make return and report thereof to the Commissioners. The Commissioners may substitute any other person, whether in or not in such service, in the place of any one so selected, or may themselves act as such examiners. Applicants for positions in the mechanical trades and occupations may, in the discretion of the Commission, be rated solely on experience and physical qualifications, which may be demonstrated by such evidence and in such manner as the Commission may direct; and the applicants may be submitted to such further tests as the Commission may require. Examination of laborers shall relate only to physical qualifications and experience, and laborers establishing their fitness shall rank upon the register in order of priority of application. No question in any examination shall relate to political or religious opinions or affiliations.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Notice of Examinations.

Sec. 6. Notice of the time, place and general scope of every examination shall be given by the Commissioners by publication for two weeks preceding such examination in the official newspaper, and such notice shall also be posted by the Commissioners in a conspicuous place in their office for two weeks before such examination. Such further notice of examination shall be given as they may prescribe.

Registers of Each Class of Positions.

Sec. 7. From the returns of the examiners, or from the examinations made by the Commissioners, the Commissioners shall prepare a register for each grade or class of positions in the classified service of the City and County of the persons whose general average standing upon examination for such grade or class is not

less than the minimum fixed by the rules of the Commissioners, and who are otherwise eligible. Such persons shall take rank upon the register as candidates in the order of their relative excellence, as determined by examination, without reference to priority of time of examination.

Provision for the Disabled.

Section 7½. When a civil service employee other than members of the Police and Fire Departments who has served three years in his position has become incapable through age, accident or other disability of satisfactorily performing the duties of the positions covered by the class in which he has qualified, the Civil Service Commission may, in its discretion, at the request of the appointing power, authorize his transfer to another class whose duties are within his capacity, and may, by a unanimous vote order that he be preferred for appointment to a designated position; but such position shall be one having a smaller compensation than the position from which he may be transferred, and the compensation shall not be increased subsequent to his appointment thereto.—New Section added by amendment December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Promotions, Basis of.

Sec. 8. The Commissioners shall provide for promotion in the classified service on the basis of ascertained merit and standing upon examination; and shall provide, wherever practicable, that vacancies shall be filled by promotion. All examinations for promotions shall be competitive among such members of the next lower rank, as established by the Commissioners, as desire to submit themselves to such examinations. The Commissioners shall submit to the appointing power the names of not exceeding three applicants having the highest rating for

each promotion.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Duty of Heads of Departments—Candidates Highest on Register.

Sec. 9. Whenever a position classified under this Article is to be filled, the head of the department or office controlling such position shall notify the Commission of that fact, and the Commission shall then certify to the appointing officer the name and address of one or more candidates in the discretion of the Commission, but not exceeding three, standing highest upon the register for the class or grade to which the position belongs. In making certification for employment sex shall be disregarded, except when some statute, the rules of the Commission, or the appointing power specifies sex. The Commission shall not certify the name of any person who in the judgment of the Commission is not of good moral character, or who has secured a place upon the eligible lists by fraud, concealment of fact, or by violation of the rules of the Commission; and having certified such person shall cancel such certification; and the Commission shall remove the name of any such person from all civil service registers.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Appointments on Probation. Conditions of Discharge. Temporary Appointments.

Sec. 10. The appointing officer shall notify the Commissioners of each position to be filled separately, and shall fill such place by the appointment of one of the persons certified to him by the Commissioners therefor. Such appointment shall be on probation for a period to be fixed by the rules of the Commissioners; but such rules shall not fix such period at ex-

ceeding six months. The Commissioners may strike off names of candidates from the register after they have remained thereon more than two years. At or before the expiration of the period of probation, the head of the department or office in which a candidate is employed may, by and with the consent of the Commissioners, discharge him upon assigning in writing his reason therefor to the Commissioners. If he is not then discharged his appointment shall be deemed complete. To prevent the stoppage of public business, or to meet extraordinary exigencies, the head of any department or office may, with the approval of the Commissioners, make temporary appointments, to remain in force not exceeding sixty days, and only until regular appointments, under the provisions of this Article, can be made.

Departments Governed by This Article.

Section 11, Subdivision A. The provisions of this Article shall apply to the following offices and departments of the City and County: The County Clerk, the Assessor, the Tax Collector, the Sheriff, the Auditor, the Recorder, the Treasurer, the Coroner, the Clerks and Stenographers of the Justices' and Police Courts, the Board of Public Works, the Police Department, the Fire Department, the Board of Election Commissioners, the Board of Health, the Department of Electricity, the Board of Supervisors, the Civil Service Commission, and all boards and departments controlling public utilities, but the following deputies, clerks and employees in said offices and departments shall be exempted therefrom: the Chief Deputy of the County Clerk; the Chief Deputy and the Deputy designated as the Cashier of the Assessor; the Chief Deputy and the Cashier of the Tax Collector; four Deputies of the Sheriff designated as the Under-Sheriff, the Chief Bookkeeper, the Attorney, and the Cashier; the Deputy Auditor; the Chief Deputy of

the Recorder; four employees of the Treasurer designated as the Cashier, the Chief Deputy, one Assistant Deputy designated as a Bond Deputy, and one Clerk; the Chief Deputy and the Autopsy Physician of the Coroner; the City Engineer; the Secretary of the Board of Public Works; the City Architect; the Registrar of the Board of Election Commissioners; the Justices' Clerk; the Chief of Police; the Chief Engineer and Secretary of the Fire Department; the Chief of the Department of Electricity; the Clerk of the Board of Supervisors; all physicians appointed by the Board of Health; persons appointed by the Mayor under the authority of this Charter; the Chief Deputy and the head of any Bureau or Department created by this Charter or by ordinance; the Chief Examiner and special examiners appointed by the Civil Service Commission, and persons employed by the Commission to exercise the authority conferred by Section 14 of this Article; the Manager or Superintending head of each public utility; attorneys and physicians employed to perform duties included in their profession; persons employed by the Board of Supervisors for temporary service in positions requiring high technical skill; persons employed in positions having a confidential relation to the head of the Department in which the employment is held, but not more than one such position shall be established in any Department; persons employed on public works outside the City and County. Any person who has served in any position in the office of the Assessor, the Coroner, the Recorder, the County Clerk, the Sheriff, the office of the Justices' Clerk, the Board of Supervisors or the Treasurer for a period of one year continuously prior to the approval of this amendment and who shall be actually employed in any of said offices at such time is hereby declared to be appointed within the provisions of Article XIII of this Charter to the position to which he may

be assigned and shall be entitled to all the benefits of said Article thereafter.

Preference for Qualified Employees.

Subdivision B. The following persons securing standing on the eligible lists in examinations shall be preferred for appointment:

1. Persons employed in the operating service of the Geary Street, Park and Ocean Railroad Company on May 5, 1912, such preference to be solely for employment in the Municipal Railroad service;

2. Persons employed in the operating service of any public utility acquired by the city who have been so employed for not less than one year; and such persons so employed at the time a public utility is acquired by the city shall continue in their positions.

Appointments Under This Article.

All officers, courts, boards or heads of departments vested in this Charter with the power to appoint deputies, clerks, stenographers or other employees of any designation whatsoever shall make appointments only in accordance with the provisions of this Article and the rules adopted thereunder and any appointment not so made shall be void.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Dismissals for Cause Only—Trials and Suspensions.

Sec. 12. No person employed in the classified civil service shall be removed or discharged except for cause, upon written charges, and after an opportunity to be heard in his own defense. Pending the hearing of such charges, the appointing officer or department may suspend the person so accused, but such suspension shall not be valid for more than thirty

days upon any charge unless the hearing thereon shall be delayed beyond such time by the act of the person so accused. When such charges are filed with the appointing officer or officers of the department in which the employee serves, such officers shall publicly hear and determine such charges. The finding of such officers shall be final unless, within a period of thirty days therefrom, the employee so tried appeals to the Civil Service Commission against such finding. The appeal must be in writing, and must briefly state the reasons upon which it is based. The Commission may confirm the finding, or may require the officers to present in writing the grounds for discharge or dismissal, and may require the submission of additional evidence; and may thereupon make such order as it deems just. The order or decision of the Civil Service Commission upon such appeal shall be final, and shall forthwith be enforced by the appointing officers. If the Civil Service Commission shall reverse or alter the finding of the appointing officer, it may, in its discretion, order that the employee affected shall be paid his salary from the time of his discharge or suspension. The Civil Service Commission may hear and determine charges filed by any citizen, or by the authorized agents of the Commission acting under the power conferred by Section 14 of this Article, when the appointing power neglects or refuses to act. The appointing officer or officers of a department may, for disciplinary or penal purposes, suspend a subordinate for a period not exceeding thirty days, and such suspension shall carry with it the loss of salary for the period of suspension. Removal or discharge for cause may be upon any of the following grounds: Incompetence; habitual intemperance; immoral conduct; insubordination; discourteous treatment of the public; inattention to duties. The provisions of this Section shall not apply to persons employed in the operating

department of any public utility.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Notice of Appointments, Promotions or Changes.

Sec. 13. Immediate notice in writing shall be given by the appointing power to the Commissioners of all appointments, permanent or temporary, made in such classified civil service, and of all transfers, promotions, resignations, suspensions or vacancies from any cause in such service, and of the date thereof; and a record of the same shall be kept by the Commissioners. When any place of employment is created or abolished, or the compensation attached thereto altered, the officer or board making such change shall immediately report in writing to the Commissioners.

Duties of Commissioners.

Sec. 14. The Commissioners shall investigate the enforcement of the provisions of this Article, and of its rules, and the action of the examiners herein provided for, and the conduct and action of the appointees in the classified service in the City and County and may inquire as to the nature, tenure and compensation of all places in the public service thereof.

Annual Report of Commissioners.

Sec. 15. The Commissioners shall, on or before the fifteenth day of January in each year, make to the Supervisors a report showing their acts, the rules in force, the practical effects thereof, and suggestions for the more effectual accomplishment of the purposes of this Article. The Mayor may require a report from the Commissioners at any time.

Chief Examiner. Secretary. Duties. Salary.

Sec. 16. The Commissioners shall employ a Chief Examiner who shall, under their direc-

tion, superintend any examination held in the City and County under this article, and who shall perform such other duties as the Commissioners may prescribe. The Chief Examiner shall be Secretary of the Commission by virtue of his office. He shall keep minutes of its proceedings, preserve all reports made to it, and keep a record of all examinations held under its direction. He shall receive an annual salary of twenty-four hundred dollars.

Supplies and Employees.

Sec. 17. The Supervisors shall furnish the Commission with suitable offices, office furniture, books, stationery, blanks, heat and light, and shall provide for the payment of such other expenses as may be necessarily incurred in carrying out the provisions of this Article. The compensation of special examiners employed under Section 5 and of the investigators employed to perform the duties set forth in Section 14 shall be fixed by the Commission. The Commission may employ such permanent assistants as may be necessary, at such salaries as the Supervisors may fix upon the recommendation of the Commission. The compensation and salaries herein provided for shall be paid out of the appropriations specified in Section 1.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

No Aid, Hindrance, Fraud or Collusion Permitted.

Sec. 18. No person or officer shall by himself, or in co-operation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish

to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Verification of Pay Rolls.

Sec. 19. The pay rolls or demands for salaries, wages or compensation of all deputies, assistants, clerks and employees of every class or description, without regard to the name or title by which they are known, for each department, board, office or bureau subject to the provisions of this Article, shall be transmitted to the Civil Service Commission before presentation to the Auditor. The Commission shall examine said pay rolls or demands and shall approve the demands of all persons appointed or employed in accordance with the provisions of this Article. The pay rolls or demands thus approved, with notation of any item thereof disapproved, shall be then certified by the Commission and transmitted by it to the Auditor. The Auditor shall not approve and the Treasurer shall not pay any demand or warrant for salary, wages or compensation unless said demand shall have been approved by the Civil Service Commission.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Penalty for Violation.

Sec. 20. The Commissioners shall have power to institute and prosecute legal proceedings for violations of any of the provisions of this Article.

ARTICLE XVI. MISCELLANEOUS.

Qualification to Hold Office.

Sec. 1½. No political, religious or partisan qualification shall hereafter be required for election or appointment to any office under the City and County. The right to hold any office

or position shall not be limited by sex. Any provision of this Charter in conflict with this section is hereby repealed.—New section added by amendment, December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

Employees to Be Residents, Except Experts.

Sec. 2. All persons appointed to office, position or employment under the City and County must be citizens of the United States, and must, during their respective terms of office or employment, actually reside in the City and County, and must have so resided for the period of one year next preceding their appointment; provided, that positions requiring expert or technical training may, by resolution of the Board of Supervisors, approved by the Mayor, be exempted from this condition, and there shall be imposed in lieu thereof a certification of training and experience. Appointees whose duties are performed outside the City and County shall not be subject to the requirements of this section. All provisions of the Charter in conflict with this section are hereby repealed.—As amended December 10, 1912; approved by the Legislature March 28, 1913 (Statutes, 1913, page 1602).

No One Shall Hold Two Salaried Offices.

Sec. 4. Any person holding a salaried office under the City and County, whether by election or appointment, who shall, during his term of office, hold or retain any other salaried office under the Government of the United States, or of this State, or who shall hold any other salaried office connected with the government of the City and County, or who shall become a member of the Legislature, shall be deemed to have thereby vacated the office held by him under the City and County.

Promises or Valuable Consideration Prohibited.

Sec. 7. No officer or employee of the City and County shall give or promise to give to any other person, any portion of his compensation, or any money, or valuable thing, in consideration of having been, or of being, nominated, appointed, voted for, or elected to, any office or employment; and if any such promise or gift be made, the person making such gift or promise shall forfeit his office and employment, and be forever debarred and disqualified from being elected, appointed or employed in the service of the City and County.

Bribing Prohibited.

Sec. 8. Any officer of the City and County who shall, while in office, accept any donation or gratuity in money, or other valuable thing, either directly or indirectly, from any subordinate or employee, or from any candidate or applicant for any position as employee or subordinate under him, shall forfeit his office, and be forever debarred and disqualified from holding any position in the service of the City and County.

Liability for Illegal Payments.

Sec. 11. Every officer who shall approve, allow or pay any demand on the treasury not authorized by law, ordinance or this Charter, shall be liable to the City and County individually and on his official bond for the amount of the demand so illegally approved, allowed or paid.

Disqualifications.

Sec. 15. No person shall be eligible to or hold any office, or be clerk or deputy in any office or department, who has been found guilty of malfeasance in office, bribery or other infamous crime or who in any capacity has embezzled public funds.

Appointments to Be in Writing in Duplicate.

Sec. 22. All appointments of officers, deputies and clerks to be made under any provision of this Charter must be made in writing and in duplicate, authenticated by the person or persons, board or officer making the same. One of such duplicates must be filed with the Secretary of the Civil Service Commission and the other with the Auditor.

Powers of Officers and Boards to Administer Oaths, Issue Subpoenas and Hear Testimony.

Sec. 24. Every officer and every member of any board or committee provided for in this Charter shall have the power to administer oaths and affirmations, and every such board, officer or committee shall have the power to issue subpoenas, to compel by subpoena the production of books, papers and documents, and to take and hear testimony concerning any matter or thing pending before any such board, officer or committee. If any person so subpoenaed neglect or refuse to appear, or to produce any book, paper or document, as required by such subpoena, or shall refuse to testify before any such board, officer or committee, or to answer any question which any officer or a majority of such board or committee shall decide to be proper or pertinent, he shall be deemed in contempt, and any such board, officer or committee shall have power to take the proceedings in that behalf provided by the general laws of this State. The Chief of Police must, on request of such officer or of any member of any such board or committee, detail a police officer or officers to serve such subpoenas.

Overtime.

Sec. 33. No deputy, clerk or other employee of the City and County shall be paid for a

greater time than that covered by his actual service.

Salaries Full Compensation.

Sec. 34. The salaries provided in this Charter shall be in full compensation for all services rendered, and every officer shall pay all moneys coming into his hands as such officer, no matter from what source derived or received, into the treasury of the City and County within twenty-four hours after receipt of the same.

Additional Clerks or Employees.

Sec. 35. When any officer, board or department shall require additional deputies, clerks or employees, application shall be made to the Mayor therefor, and upon such application the Mayor shall make investigation as to the necessity for such additional assistance; and if he find the same necessary he may recommend to the Supervisors to authorize the appointment of such additional deputies, clerks or employees; and thereupon the Supervisors, by an affirmative vote of not less than fourteen members, may authorize such appointments and provide for the compensation of such appointees, subject to the limitations contained in this Charter, and subject to the provisions of Article XIII thereof.

Qualifications of Members of Police Department.

No person shall become a member of the Department unless he shall be a citizen of the United States, of good character for honesty and sobriety, able to read and write the English language, and a resident of the City and County for at least five years next preceding his appointment. Every appointee to the Department shall not be less than twenty-one nor more than thirty-five years of age,

must possess the physical qualifications required for recruits of the United States Army, and before his appointment must pass a satisfactory medical examination under such rules and regulations as may be prescribed by the Board of Police Commissioners. In making appointments of members of the Department, the Board shall never regard the political or religious preferences or affiliations of any candidate.—(Sec. 3, Chapter I, Article VIII.)

Qualifications of Firemen, Mechanics and Others, Fire Department.

All persons appointed to positions in the Department must at the time of their appointment be citizens of the United States, not less than twenty-one nor more than thirty-five years of age, of good character for honesty and sobriety, and able to read and write English; they must have been residents of the City and County at least five years next preceding the date of their appointment; they must pass a medical examination under such rules and regulations as may be prescribed by the Commissioners, and must, upon such examination, be found in sound bodily health; provided, however, that the age limit herein prescribed shall not apply to engineers and pilots of fireboats, to engineers, mechanics and employees of the auxiliary fire system or of the corporation yard, or to clerks in the office of the Commission; but the age of such persons in this proviso named shall, at the time of their appointment, be not less than twenty-one nor more than fifty-five years; and, provided further, that employees and appointees in this proviso named shall not be subject to nor derive any benefit from the provisions of Chapter VII of this Article relating to Firemen's Relief Fund.—As amended November 15, 1910; approved by the Legislature, February 17, 1911 (Statutes, 1911, page 1661).—(Sec. 6, Chapter I, Article IX, Charter.)

Bonds of Deputies and Employees.

Every board, department or officer may require of their deputies, clerks or employees bonds of indemnity with sufficient sureties for the faithful performance of their duties.—(Sec. 7, Article XV.)

Rules of the Civil Service Commission of San Francisco

RULE 1.

CLASSIFICATION.

Section 1. The "Classification of the Classified Civil Service of San Francisco" shall be divided into two parts to be known as "Part One (New Series)" and "Part Two (Old Series)". For the purposes of examination, "Part One (New Series)" shall be divided into two sections, namely "Section A—Educational" and "Section B—Non-Educational", and such sections may be subdivided, classified and graded as may be determined from time to time by the Civil Service Commission. "Part Two (Old Series)" shall include all classes adopted prior to the adoption of this rule and not abolished or made a part of "Part One (New Series)". Any class or grade may be changed or abolished or consolidated with another class or grade in the same manner in which rules may be passed or amended.

Sec. 2. Examinations for mechanical trades and occupations shall be classified as non-educational. Applicants for positions covered by such examinations shall not, unless especially directed by the Civil Service Commission, appear at any particular place for their examination, but shall be rated upon their experience and physical fitness as determined by the answers returned to the questions put by the

Civil Service Commission. Blanks containing such questions, to be filled out and verified by the applicant and his vouchers, shall be provided by the Chief Examiner and applications or answers filed otherwise than upon such blanks shall not be considered.

Sec. 3. The Commission may direct that further tests for merit and fitness be imposed in addition to the non-educational examination provided for in Section 2 of this Rule. Examinations to apply such tests shall be conducted under the rules prescribed for educational examinations, and shall be open only to those who have passed the non-educational examinations for the given class or grade.

RULE 2.

APPLICANTS.

Section 1. **Qualifications.**—Applicants must be citizens of the United States, at least twenty-one years of age, actual residents of San Francisco, and must have so resided for at least one year next preceding the date of examination. Applicants for positions in the Police Department and Fire Department must possess the qualifications required by the Charter of appointees to said departments.

Sec. 2. **Character and Fitness.**—Every applicant must be of good moral character, of temperate and industrious habits, and in all respects competent and fit to perform the duties of the position applied for.

RULE 3.

APPLICATIONS.

Section 1. **Upon Official Blanks.**—Applications must be made upon blanks furnished by the Commission, and each applicant must certify, under oath or affirmation, to the truth of the statements presented in the application.

Sec. 2. **Distribution and Receipt.**—Applica-

tions shall be distributed only after the date has been set by the Commission for the examination for which they are to be used. "Request for Application" blanks for any examination shall be distributed and received at any time.

Sec. 3. Defective.—Applicants presenting defective applications, where the same may be remedied, shall be notified to appear and correct the same.

Sec. 4. Not to be Returned.—Applications not returned for correction will remain on file in the office of the Commission, and under no circumstances be returned to applicants. Applications not approved shall be marked "rejected" and filed.

Sec. 5. Unused.—Applications of persons who fail to appear for examination shall not be used for any later examination.

Sec. 6. No Variation in Name.—There must be no variation in the applicant's name in any part of the application or in the vouchers.

Sec. 7. Names Not to be Made Public.—Names of applicants shall not be made public prior to announcement of result of examination, except by permission of the Commission.

Sec. 8. False Statements.—False statements knowingly made or permitted by any person in an application, or certificate, shall be good cause for the exclusion of such person from any examination, and for his removal or discharge from the public service.

RULE 4.

QUESTIONS.

Section 1. Approval by Commission.—All questions must be first approved by the Commission, and no questions pertaining to religious or political opinions or affiliations will be allowed at any examination or proceeding.

Sec. 2. Placed Under Seal.—The examination questions for educational examinations

shall be securely sealed with the official seal of the Civil Service Commission. This seal shall not be broken until the beginning of the examination, and then only by an authorized representative of the Commission.

RULE 5. EXAMINATIONS.

Section 1. Shall be Practical.—Examinations shall be practical in their character and shall relate to those matters only which will fairly test the relative capacity of the persons examined to discharge the duties of the position to which they seek to be appointed.

Sec. 2. Impartial.—All examinations shall be absolutely impartial, and shall be conducted under the control of the Commission. Educational examinations shall be so managed and conducted that no examination paper will disclose the name or identity of any applicant until all the examination answer sheets shall have been marked.

Sec. 3. Written and Oral.—Whenever practicable, examinations shall be in writing, and, when appropriate, include physical and practical tests; but oral examinations may be held in the discretion of the Commission.

Sec. 4. Personal Notice.—Each applicant shall be duly notified through the post office of the time, place and general scope of the examination for the position sought.

Sec. 5. Explanations.—In educational examinations all necessary explanations shall be made to the whole class. No question shall be explained to any individual competitor.

Sec. 6. Conversation and Communication.—All conversation or communication between or among competitors during educational examinations is strictly prohibited.

Sec. 7. Cannot Leave the Room.—During educational examinations, no competitor will

be permitted to leave the room, except in case of extreme necessity, and then only when accompanied by an authorized person.

Sec. 8. Penalty for Withdrawal.—Any applicant who withdraws from an educational examination, after filling out his identification sheet and receiving a copy of the questions, shall be considered as having failed in said examination.

Sec. 9. Must Present Credentials.—Applicants will be admitted to educational examinations only upon the production of their official notices.

Sec. 10. Limit of Time.—The limit of time prescribed for each educational examination will be announced before the examination, and the examination shall begin when all announcements have been made, the identification sheets filled, and the questions distributed.

Sec. 11. No Helps Allowed.—No helps of any kind are allowed during educational examinations. Any written or printed matter that might be of aid in the examination must be handed in before the examination is commenced. Any attempt to cheat or copy from a competitor will render the guilty person ineligible to the public service.

Sec. 12. Promotions.—Examinations for promotion shall be governed by the same rules that apply to entrance examinations unless otherwise provided by the Commission.

Sec. 13. Medical Examinations.—All eligibles for places of employment in the Classified Civil Service must be physically qualified for the positions they seek, and, unless otherwise ordered by the Commission shall, before certification for appointment, be required to pass satisfactory medical examination before physicians employed for such purpose by the Commission. Eligibles who appear before the medical examiners employed by the Commission

and who fail to pass the required medical examination shall stand rejected; provided that persons so rejected may within a period of six months from the date of such rejection apply to the Commission for medical re-examination and if such re-examination is allowed and the candidate is found to be physically qualified he shall be restored to eligibility. The Commission may at any time require that applicants shall undergo medical examination, and in such cases the applicants who fail to pass the medical examination shall stand rejected.

RULE 6.

SEALING IDENTIFICATION SHEETS.

In educational examinations each competitor must write his name and address upon the identification sheet and securely seal the same. After all examination papers shall have been handed in, the identification sheet and the examination paper in each case shall be stamped with the same number. The identification sheets will then be detached and placed in a package sealed with the official seal of the Civil Service Commission. They shall not be opened until all the answer sheets have been finally marked, and then only upon order of the Commission.

RULE 7.

IDENTIFICATION MARKS.

Section 1. Disqualification.—Any competitor in an educational examination, who places any identification mark upon his examination answer sheets, shall be deprived of all benefits under such examination. No educational examination answer sheets having identification marks shall be marked or graded.

Sec. 2. Marks of Identification.—The following are declared to be marks of identification

within the meaning of Section 1 of this rule:

- (a) The real name or address of the applicant;
- (b) Any assumed or fictitious name or address;
- (c) Names of individuals or firms used on any of the answer sheets;
- (d) Any initials, lines, signs, marks, or characters that may indicate the identity of the applicant.

RULE 8.

MARKING AND GRADING PAPERS.

Section 1. Method.—All examination papers shall be marked and graded under the regulations of the Commission. Each subject shall be marked on a scale of 100. A relative weight shall be given to each subject. The product of the total credits awarded on a subject and the weight of the subject will constitute the rating on that subject. By dividing the sum of the ratings by the sum of the relative weights, the general average percentage is ascertained.

Sec. 2. Discontinuance.—When, during the marking and grading of papers, it becomes apparent that an applicant, whose papers have been partially marked, would receive a general average percentage less than the minimum percentage for eligibility fixed by the Commission, even if he should receive the maximum credit upon subjects on which his paper has not been marked, then such applicant shall be considered as having failed, and the marking of his papers shall not be completed.

Sec. 3. Vouchers.—For each examination the Commission will announce the maximum and minimum periods of experience to be rated. Every person filing an application for an entrance examination must furnish three vouchers. Such vouchers must be from persons by

whom the applicant has been employed in the line of work for which the applicant claims credit under the subject "Experience" or from persons under whom or with whom the applicant has been employed on such work. Unless the aggregate period of experience covered by such vouchers equals at least one-half of the period of experience to be rated, deductions shall be made as follows:

(a) For three competent vouchers, covering two-thirds but less than the required time to be vouched for, deduct $2\frac{1}{2}$ credits;

(b) For three competent vouchers, covering one-third but less than two-thirds of the required time to be vouched for, deduct 5 credits;

(c) For three competent vouchers, covering less than one-third of the required time to be vouched for, deduct $7\frac{1}{2}$ credits;

(d) For two competent vouchers, covering the required time to be vouched for, deduct $2\frac{1}{2}$ credits;

(e) For two competent vouchers, covering two-thirds but less than the required time to be vouched for, deduct 5 credits;

(f) For two competent vouchers, covering one-third but less than two-thirds of the required time to be vouched for, deduct 10 credits;

(g) For two competent vouchers, covering less than one-third of the required time to be vouched for, deduct 15 credits;

(h) For one competent voucher, covering the required time to be vouched for, deduct $7\frac{1}{2}$ credits;

(i) For one competent voucher, covering two-thirds but less than the required time to be vouched for, deduct 10 credits;

(j) For one competent voucher, covering one-third but less than two-thirds of the re-

quired time to be vouched for, deduct 20 credits;

(k) For one competent voucher, covering less than one-third of the required time to be vouched for, deduct 30 credits;

(l) When no competent vouchers have been submitted, deduct 100 credits;

(m) Provided that in cases where in the judgment of the Civil Service Commission the circumstances prevent an applicant from securing the required vouchers of persons for whom, under whom, or with whom the applicant has worked in the line of employment for which the applicant claims credit under the subject "Experience", an affidavit, verified by three or more persons, and sworn to by the applicant before a Notary Public, setting forth in detail the circumstances, may be accepted by the Civil Service Commission in lieu of any one or all of the required vouchers.

RULE 9.

MINIMUM STANDING.

The minimum average percentage for eligibility in all examinations shall be 75, provided that the Commission may in certain examinations fix a lesser minimum for eligibility by announcing it in the circular of information or official advertisement of such examination, and provided further that the Commission may by announcement in the same manner, provide for the rejection of candidates who fail to receive a minimum rating fixed for a certain subject.

RULE 10.

NOTICE OF STANDING.

As soon as the marking and grading of examination papers shall have been completed, and the eligible register adopted, each eligible applicant will be notified through the postoffice

of the general average percentage and relative standing he obtained upon examination. Applicants who fail will be notified of the fact.

RULE 11.

INSPECTION OF PAPERS.

Examination papers shall be open to the inspection of any citizen after a period of five days has elapsed from the date of the adoption of the eligible list. No complaint regarding rating of examination papers shall be considered, unless it is filed in writing within a period of fifteen days from the time of the adoption of the eligible list affected.

RULE 12.

ELIGIBLE REGISTERS.

Section 1. Method of Enrollment.—Successful candidates shall be enrolled upon the "Register of Eligibles" in their order of general average standing upon examination, without regard to priority of the date of examination.

Sec. 2. Eligibles on Three Registers.—Eligibles may be enrolled on only three registers at the same time.

Sec. 3. Appointee and Eligible.—Any appointee to office from an eligible register shall be permitted to hold rank on only two other eligible registers.

Sec. 4. Qualifications of Eligibles.—Eligibles must continue to possess the qualifications required of applicants by Section 1 and Section 2 of Rule 2.

Sec. 5. Addresses.—Eligibles shall keep the Commission informed of their post office address. Failure to notify the Commission of change of address shall deprive the eligible of privilege of restoration if removed under Rule 13.

RULE 13.

FAILURE TO RESPOND.

Section 1. Any eligible who fails to respond within three days to a notice mailed to him at his post office address, as the same appears in the office of the Commission, to report for duty in connection with any certification, or to a notice of probable appointment, shall be stricken from the eligible register at the end of thirty days from the date the notice is sent to him, unless within said thirty days he presents reasons satisfactory to the Commission for his failure to respond.

Sec. 2. Any eligible who fails to respond within three days to a notice mailed to him at his post office address, as the same appears in the office of the Commission, requiring an answer, except the notices referred to in Section 1 of this rule, shall be placed at the foot of the eligible list at the end of thirty days from the date the notice is sent to him, unless within said thirty days he presents reasons satisfactory to the Commission for his failure to respond. Removal from the eligible list shall be the penalty for the second offense under this section.

Sec. 3. Any person affected by any action taken under Sections 1 or 2 of this rule may, at any time within ninety days after such action, petition for restoration. A petition filed under the provisions of this section shall set forth the reasons why the petitioner failed to report for duty or respond to the notice sent him. If upon the hearing of the petition the Commission deems that there exist satisfactory reasons for the failure of the petitioner to so report or respond, the Commission may upon the favorable vote of the three Commissioners restore the petitioner to his original place upon the eligible list. No petition shall be received after the expiration of said ninety days.

RULE 14.

WAIVER OF CERTIFICATION.

Section 1. Eligibles may, upon furnishing reasons satisfactory to the Commission, be permitted to waive certification. Waivers must be in writing, and, when granted, shall continue in effect until withdrawn, except that waivers of permanent appointments, whether continuous or otherwise, shall not be permitted for a period longer than one year. Waiver of temporary employment shall not affect the right of an eligible for permanent appointment, but waiver of permanent appointment shall include waiver of temporary appointment. Waivers must indicate whether the employment waived is permanent or temporary. No request for withdrawal of waiver shall be granted by the Commission until at least twenty days have elapsed from the date of the first regular meeting held after the filing of such request; provided, that when requisitions are on file for positions in any class for which the eligible list is exhausted, withdrawals of waivers for such class shall become effective immediately in the order of the date of filing, unless otherwise ordered by the Commissioners.

Sec. 2. Whenever, in the judgment of the Commission, there is danger or insufficient remuneration or other peculiar conditions attached to a position, waiver of certification for such position may, with the approval of the Commission, be granted without penalty, and such waiver so granted shall be termed "Exempt Waiver".

Sec. 3. Eligibles may, upon furnishing reasons satisfactory to the Commission, be permitted to permanently waive appointment to any department, and such waiver shall be known as "Departmental Waiver" and shall remain in force until the person who so waives has passed

another examination for the class of employment waived.

Sec. 4. An eligible holding a non-Civil Service appointment in another class may waive appointment for a period to be fixed by the Commission and such waiver shall be termed "Special Waiver". The period so fixed may be shortened by an unanimous vote of the Commission.

RULE 15.

DECLINATION OF APPOINTMENT.

Section 1. In the event of an absolute declination of an appointment by any candidate upon an eligible register, his place upon said eligible register shall be declared vacant and his name shall be removed therefrom.

Sec. 2. Whenever an eligible has been denied permission to waive certification and, for a period of three days thereafter, fails to accept or to signify his willingness to accept the appointment or employment offered to him, such failure shall be construed as a declination of appointment and the name of such eligible shall be removed from the Civil Service register.

RULE 16.

REQUISITIONS.

Requisitions shall be made upon forms prescribed by the Commission, and, unless otherwise ordered by the Commission, requisitions of the same class shall be filled in accordance with their priority of receipt. Requisitions shall indicate the title, tenure, compensation, duties and date of creation of the positions to be filled.

RULE 17.

CERTIFICATIONS.

Section 1. In answer to each requisition for certification from an eligible register, only the

highest name on such eligible register shall be certified, provided that in cases of promotive appointments not exceeding three names may be certified upon the order of the Commission on the request of the appointing power.

Sec. 2. In certifying to requisitions, the duties of the position to be filled, rather than the name by which it is called, shall be considered, and it shall be the duty of the Commission to inquire into the requirements of the position for which a requisition has been made, and to certify from that register of eligibles which shall, in its judgment, nearest conform to the requirements of the position to be filled.

Sec. 3. Whenever an eligible has been certified to the appointing officer, and such eligible subsequently waives certification or appointment, the Secretary shall forthwith notify the appointing officer of such waiver and of the certification of the next highest eligible, whereupon said next highest eligible shall have the same standing as though originally certified.

Sec. 4. A Civil Service employee who leaves a position to accept employment in a position defined by Rule 33 as permanent, by certification from another register, shall be permanently separated from the position formerly held by him; provided, however, that any such employee, in the discretion of the Civil Service Commission, within one year, upon his request, and with the approval of the department or departments concerned, may be reinstated in any vacancy in the same class from which he was so separated, or, if no vacancy should exist, may be returned to the Civil Service register and be preferred for reappointment to the first vacancy arising in said class; provided further, that if within the period of two years a position be abolished, the appointee affected may, in the discretion of the Civil Service Commission, upon filing a satisfactory medical cer-

tificate upon a form provided by the Commission, be preferred for reappointment to the first vacancy occurring in the class of employment he formerly held, but shall take standing in said class as a new appointee and shall serve a new probationary period. (See Sec. 3, Rule 22.)

Sec. 5. Whenever Civil Service eligibles have been certified for temporary employment, the appointments made from such certifications shall become void after a period of four months.

RULE 18.

REPORT FROM DEPARTMENT.

Whenever the name of an eligible has been certified by the Commission, the head of the department to which the name of the eligible has been sent must report to said Commission within three days from the time of certification, whether such person has been put to work, and if not, give reasons therefor in writing.

RULE 19.

PROBATIONARY PERIOD.

Section 1. All eligibles certified for appointment to permanent positions, whether such appointments be entrance or promotive, shall serve a probationary period of six months from the date of beginning of employment in such position.

Sec. 2. An appointee serving a probationary period may be dismissed at any time by the appointing power for any of the following reasons: Insubordination; neglect of duty; violation of a rule of the appointing power or of the Civil Service Commission; intoxication while on duty; conviction of an offense against the law; physical or mental incapacity to perform the duties of the position; immoral conduct and discourteous treatment of the public. The appointing power shall, before entering the order

of dismissal, transmit to the Civil Service Commission a statement of the reasons upon which such dismissal is based. The filing of the order of dismissal by the appointing power shall suspend the employee from his position until the Civil Service Commission renders its decision approving such dismissal.

Sec. 3. If an order of dismissal becomes effective the probationer shall be removed from the Civil Service register from which he was appointed; provided, that if he be serving in a promotive position he may with the consent of the Civil Service Commission resume the rank and position from which he was promoted.

Sec. 4. When an appointee is serving a probationary period the appointing power shall file monthly with the Civil Service Commission a record of the service of such probationer. The service shall be rated upon the three items of (1) **Quality of Work**—including ability, industry, quantity, accuracy, sobriety and faithfulness; (2) **Discipline**—including willingness, attitude toward the public and attitude in facilitating the work of other employees; (3) **Attendance**—including punctuality in reporting for duty. Items 1 and 2 shall be rated each upon a scale of 100. Excellence in "Quality of Work" or "Discipline" shall be rated from 90 to 100; good, from 80 to 90; fair, from 70 to 80; poor, from 60 to 70; bad, under 60. Under item 3, the record shall give the actual number of days and fractions of days served during the preceding month, and the number of times the appointee has been tardy in reporting for duty.

RULE 20.

LEAVES OF ABSENCE.

Section 1. With the consent of the Civil Service Commission, the appointing power of a department may grant leave of absence from duty to a Civil Service officer or employee for a period not exceeding one year. Application

for such leave must be made upon a printed form provided by the Civil Service Commission and must show the following:

(a) That the position from which the leave is sought is a permanent position and that the applicant has served his probationary period therein;

(b) The reason of the applicant for desiring the leave;

(c) The dates of all leaves allowed the applicant within the last five years.

Sec. 2. Whenever a Civil Service position is vacant, and a Civil Service eligible for such position is not available, the head of the Department in which such vacancy exists may, with the permission of the Civil Service Commission, grant leave of absence to a Civil Service appointee of such department from his regular Civil Service class and appoint him to such vacancy for a period not exceeding thirty (30) days and only until a regular Civil Service appointment can be made. Such leave of absence shall be for the term of the appointment, and renewal of the appointment shall carry with it the renewal of the leave of absence. Leaves of absence granted in accordance with this section shall not be subject to the provisions of the preceding section of this rule.

Sec. 3. Emergency Leaves of Absence.—An emergency leave of absence may be granted by the appointing power to any employee of the City and County of San Francisco in case of sudden necessity, accident or illness to said employee, or when the same is necessitated by circumstances over which said employee has no control.

Sec. 4. No emergency leave of absence shall be granted to any employee of the City and County of San Francisco unless the said employee has been in the employ of the City and County for at least one month prior to the

granting of the same. Nor shall any employce be entitled to an emergency leave of absence when such absence is caused or necessitated by his own act, omission or misconduct.

Sec. 5. All emergency leaves of absence granted to any employee of the City and County of San Francisco, shall be reported in writing to the Civil Service Commission by the Board, officer or department granting the same, as soon as possible after the same are granted, and in all cases within thirty days after the expiration or cancellation of the same. Such report shall state the nature of the emergency causing such leave, the date of the leave and the date of the expiration or cancellation of the same, and the date of the return of the person to whom granted to his duties, the date on which he was reinstated in his position, and the number of leaves granted within the preceding twelve months, and said report shall contain a certificate of the officer or Secretary or head of the Department granting the leave, that said leave of absence was not caused or granted by reason of the act, omission or misconduct of the party to whom the same is granted.

Sec. 6. Upon the expiration or cancellation of a leave of absence an officer or appointee shall be reinstated in his position.

An officer or appointee who fails to report promptly for duty at the expiration of his leave of absence shall be deemed to have abandoned his position and said position shall thereupon become vacant; provided, however, that if such officer or appointee shall present to the Civil Service Commission within a period of thirty (30) days after the expiration of his leave of absence satisfactory reasons for having failed to report for duty, the Civil Service Commission may then order his reinstatement. The name of the person displaced by the reinstatement of an officer or appointee whose leave of absence has expired shall be returned to the eligible list.

RULE 21.

ABSENCE WITHOUT LEAVE.

Absence from duty without leave, or without notice to a superior officer of the department, will be considered good cause for dismissal.

RULE 22.

REDUCTION IN FORCE.

Section 1. Persons appointed to temporary positions shall be "laid off" or relieved from duty in the inverse order of their rank on the eligible list. Upon being laid off they shall resume their respective places upon the register of eligibles.

Sec. 2. Whenever it becomes necessary to reduce the number of employees in permanent positions in any department, the employee last appointed in such position in that department shall be laid off first; and he shall be returned to his place on the eligible register.

Sec. 3. Whenever, through lack of work or lack of funds, or because of retrenchment, a person becomes separated from a position he has held through a promotive appointment, such person shall be returned to the position from which he had been promoted and, if necessary, for this purpose, a reduction in force in the classes affected shall follow in the inverse order of the appointments made in such classes. Persons reduced in rank under this section shall, for a period of two years thereafter, be preferred for reinstatement to the positions from which they were reduced, and if not reinstated during such period they must re-establish their eligibility and standing by new examination.

Sec. 4. Whenever because of lack of work or lack of funds, or for purposes of retrench-

ment, a person who has served his probationary period in an original entrance position, considered within the meaning of the rules of this Commission as permanent, is laid off or separated from such position, he shall, while so separated from such position, be termed a "hold-over" and shall be preferred for re-appointment in the first vacancy thereafter occurring in the class from which he was so separated; provided that if there be more than one such "hold-over" in a class they shall be re-appointed in the order of their seniority in such class—the one having had the longest service in such class to be first re-appointed thereto; and provided further that when such "hold-overs" have not been re-appointed in such class within a period of two years from the date of their last lay-off their eligibility for re-appointment in such class may be cancelled by the Commission.

RULE 23.

TRIALS, DISMISSALS AND APPEALS.

Section 1. Notice of dismissal of a Civil Service employee by the appointing officer shall be filed immediately in the office of the Civil Service Commission. The notice shall be in the form provided by the Commission and shall state the cause of such removal, the date of the filing of charges and the date of the hearing, and shall be authenticated by the signature of the appointing officer or his authorized representative.

Sec. 2. Any appeal from an order of dismissal shall be filed in duplicate with the Civil Service Commission within thirty days from the date of the finding of the appointing officers upon the charges for dismissal. Such appeal must be in writing on the form provided by this Commission, and must briefly and clearly state the reasons upon which it is based.

Appeal may be entertained upon any of the following grounds:

(a) That the dismissal was made upon cause not covered by Section 12 of Article XIII of the Charter;

(b) That there is no evidence to support the charge;

(c) That new evidence has been discovered, which the employee did not have an opportunity to present at the hearing of the charges, and which if heard, would probably have produced a different decision.

Sec. 3. If the Commission consents to entertain the appeal, one copy of the statement of appeal shall be transmitted to the appointing officer from whose decision the appeal is made. The appointing officer shall be allowed fifteen days in which to file an answer, and may, by a special order of the Commission, be granted further time.

Sec. 4. If it appear to the Commission that newly discovered evidence is of a nature to be considered, the cause shall be remanded to the appointing officer for a re-hearing of the charges. Where there is a conflict of evidence the finding of the appointing officer upon such evidence will not be disturbed.

Sec. 5. If the Commission order additional evidence it shall be furnished in writing, unless by special order oral evidence is required. Notice that such oral evidence is to be taken shall be served upon the appointing officer not less than four days before a hearing and opportunity given for cross-examination and rebuttal.

Sec. 6. Charges filed against any Civil Service employee by a citizen, or by an investigator employed by the Commission, shall be made in writing upon forms provided by the Commission and verified on oath before the

Secretary of the Commission or some other person authorized to administer oaths. The complaint must show that the conduct complained of has been brought to the attention of the appointing officer, and that for a period of thirty days he has refused or neglected to act. In each complaint shall be set forth the name of the accuser and the accused and a brief statement of the cause on which removal is asked; and if an offense be charged the complaint shall set forth with particularity the time and place of commission. A copy of the complaint shall be sent the accused by registered mail to the last address furnished by him to the Commission, together with notice that he has ten days to file a verified answer. Such period of ten days may be extended by written order of any of the Commissioners for periods not longer in the aggregate than twenty days. A failure to file an answer within the time allowed shall be construed as a waiver of trial by the accused, and the Commission may try the charges ex parte and without further notice to the accused. When the accused files an answer within the time fixed, a day shall be set for the trial, which shall be not less than five days thereafter, and the accuser and accused shall be notified. The finding and decision of the Commission upon such trial shall be final, unless a re-hearing be granted within thirty days by an unanimous vote of the members of the Commission.

Sec. 7. Any Civil Service appointee, dismissed from employment for cause, shall be removed forthwith from all eligible registers, and shall not be permitted to participate in any examination except with the consent of the three Civil Service Commissioners. Any eligible applicant or any appointee convicted of a felony shall be debarred forever from the public service.

RULE 24.

RESIGNATION, OR RELINQUISHMENT, OF POSITION.

Section 1. When a Civil Service appointee desires to resign his position he shall present his resignation, in writing, to the power that appointed him, and a copy of such resignation shall immediately be filed by the appointing power with the Civil Service Commission together with a statement from the appointing power of the action taken thereon. If such resignation be accepted by the appointing power, and approved by the Civil Service Commission, the name of the person resigning shall be removed from the Civil Service register.

Sec. 2. The Civil Service Commission may, when in its judgment there appear good and sufficient reasons, permit a Civil Service appointee to relinquish his position and return his name to the Civil Service register provided such appointee shall personally, or by duly authorized representative, appear before the Commission and make application for such action, and provided further that should such an appointee be permitted to relinquish his position under this section he shall not again be considered for any appointment in the class he vacated until at least ninety days thereafter have expired, nor shall he ever again be considered for reappointment, in the same department, to the kind of position he relinquished, except with the consent of the appointing power.

Sec. 3. An appointee to a position defined by Rule 33 as a temporary position may, with the consent of the appointing power and the Civil Service Commission, be permitted to relinquish such position and such relinquishment shall be deemed to be a waiver of all other temporary employment until a withdrawal of

waiver is filed and acted upon in the manner provided for the withdrawal of waivers by Rule 14.

RULE 25.

LABORERS.

Section 1. A laborer is hereby defined as a person capable of performing toilsome physical service not requiring training in mechanical trades or skilled occupations.

Sec. 2. Examination of laborers shall relate only to physical qualifications and experience, and laborers establishing their fitness shall rank on the register in order of priority of application or registration. Each laborer must state in his application blank his previous occupation and the name and address of his last employer.

Sec. 3. Laborers shall establish their physical fitness by appearing at a time and place fixed by resolution of the Commission and passing a prescribed physical test.

Sec. 4. In the month of July in each year, and at such other times as shall be ordered by the Commission, the eligible list of laborers shall be purged by requiring applicants on such list to pass the physical test prescribed under section three of this rule. Applicants failing to pass such tests shall stand removed from the list.

RULE 26.

TEMPORARY APPOINTMENTS.

Section 1. Whenever a new position is created, the head of the department in which the position exists shall immediately make requisition upon the Civil Service Commission for an eligible to fill the position, and shall at the same time furnish the Civil Service Commis-

sion with a detailed statement of the duties attached to said position. It shall then be the duty of the Civil Service Commission to certify an eligible in accordance with the provisions of Rule 17. If the Civil Service Commission should decide that it has no eligible available, it may then notify the appointing power that a temporary appointment may be made for a period not exceeding thirty (30) days, or until such time as a regular appointment can be made; provided, however, that no such temporary appointment shall carry with it a compensation greater than the minimum compensation allowed to Civil Service appointees in the same class.

Sec. 2. When there is no list of eligibles for a promotive position in any department, a temporary appointment to such position shall, with the authority of the civil service commission, be made from the next lower rank entitled to take examination for promotion to such position, the appointment so made to remain in force for a period not exceeding thirty days and only until a regular appointment can be made.

Sec. 3. In order to prevent a stoppage of public business, or to meet extraordinary exigencies, authority is hereby granted to the heads of the various departments controlled by Article XIII of the Charter, to make temporary appointments to any employment, for a period not exceeding three days, provided that notice of each appointment so made, with a statement of the emergency or exigency existing, and a requisition calling for the certification of a Civil Service eligible to regularly fill the position shall forthwith be filed with the Civil Service Commission. Upon the filing of such notice and requisition, the Secretary of the Civil Service Commission may extend the authority hereinabove given until the next regular or special meeting of the Commission in

case no Civil Service eligible can be found to accept the position. The Commission shall thereupon make such order as it deems just and proper.

RULE 27.

TITLES FOR NEW POSITIONS.

Before any new position is created a statement of the proposed duties thereof shall be forwarded by the head of the department to the Civil Service Commission with a request that the proper designation therefor be furnished by said Commission. The Civil Service Commission shall then provide for such position its proper title and classification.

RULE 28.

SUSPENSION OF RULES.

Any rule of the Commission may be suspended at any time by the concurrence of the three Commissioners.

RULE 29.

AMENDMENTS TO RULES.

Amendments, changes or additions to the rules of the Civil Service Commission may be made at a regular meeting, or a special meeting called for such purpose, provided notice thereof is given one week prior to such meeting. Copies of amended rules shall be printed for distribution as soon as adopted.

RULE 30.

HOLDING OF MORE THAN ONE SALARIED POSITION PROHIBITED.

Any person holding a Civil Service position under the City and County, who shall during his occupancy of such Civil Service position, hold or retain any other salaried office or posi-

tion under the government of the United States, or of this State, or who shall hold any other salaried office or position with the government of the City and County, excepting the position of teacher in a night school, shall be deemed to have vacated the Civil Service position under the City and County and his name shall be removed from the Civil Service register.

RULE 31.

PARTICIPATION IN POLITICS.

Persons in the classified civil service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns involving the election of any person to office, except that this rule shall not be held to debar any such person from being a candidate for public office. Violation of this rule shall be deemed an act of insubordination and a ground for suspension or dismissal in accordance with the provisions of Section 12, Article XIII of the Charter.

RULE 32.

REGULAR AND SPECIAL MEETINGS.

Regular meetings shall be held every Monday evening at 8:00 o'clock. Special meetings may be called at any time by the president, or by a majority of the Commissioners, provided twenty-four hours' notice of such special meetings, except those called for the approval of pay rolls, be given to the members of the Commission. No business shall be transacted at a special meeting except that for which such meeting is called.

RULE 33.

PERMANENT AND TEMPORARY POSITIONS.

All positions which are expected by the appointing power to exist for a period of six months or over shall be considered for the purposes of the rules of this Commission, as permanent positions. All other positions shall be considered as temporary positions. The probable period of employment must be specified by the appointing power in its requisition. This rule shall govern only appointments made after July 15, 1912.

RULE 34.

TRANSFERS.

Section 1. Persons employed in one department may be transferred to positions in the same class existing in another department whenever in the judgment of the Civil Service Commission such transfers would be for the betterment of the service. In making such transfers seniority of service shall control. No application for transfer shall be considered unless approved by the departments concerned; nor shall transfers be considered in the filling of new positions unless at least one application for transfer shall be filed with this Commission before any certification has been made to such position. When transfers are allowed all persons holding appointment in the class shall be considered.

Sec. 2. For the purpose of expediting public work and improving efficiency thereon, the head of any department is hereby permitted to transfer any Civil Service employee from employment in his regular class to employment in any other class for periods not exceeding in the aggregate six days in any calendar month: provided that the person so transferred shall receive no additional compensation, but shall

be paid at the rate attached to his regular class of employment; and provided further, that such transfers shall be made in good faith and without any design to hinder, delay or deprive any person from regular employment in the class covered by such transfers.

RULE 35.

SUB-FOREMEN.

In the discretion of the heads of departments, any Civil Service employee in the trades or non-educational occupations may be temporarily assigned to act as a sub-foreman in his respective class, provided the compensation of the person so assigned shall not exceed one dollar a day more than the wage paid to ordinary workmen of his class. All other positions of overseers in the above mentioned occupations shall be designated "foremen", "inspectors", or "superintendents", and shall be classified according to the duties and filled by examination.

RULE 36.

VACATIONS.

Section 1. Vacations granted to the employees of the City and County of San Francisco, shall be in accordance with the provisions of Ordinance No. 2297 (New Series) as amended by ordinance No. 3426 (New Series), and shall not exceed twelve working days in any one calendar year.

Sec. 2. No employee of the City or County of San Francisco shall be entitled to an annual vacation unless said employee has been continuously employed by said City and County for at least one year next preceding such vacation.

Sec. 3. The power granting a vacation to any employee shall certify to the Civil Service Commission that such employee has served

continuously for at least one year next preceding such vacation and is entitled thereto under the provisions of the said ordinances, and such certificate shall be attached to the pay roll of such employee covering his pay for such vacation.

Sec. 4. Within thirty days after the expiration of said vacation, the appointing officer of the department who granted same shall report to the Civil Service Commission in writing the date upon which such employee returned to his duties.

Sec. 5. Any employee who fails to report promptly for duty at the expiration or cancellation of his vacation, shall be deemed to have abandoned his position, and said position shall thereupon become vacant. Provided, however, that if such employee shall present to the Civil Service Commission, within a period of thirty days after the date of the expiration or cancellation of his vacation period, satisfactory reasons for having failed to report promptly for duty, the Civil Service Commission may then order his reinstatement in his position.

RULE 37.

PROMOTIONS.

Section 1. Wherever practicable, vacancies shall be filled by promotion, upon the basis of ascertained merit and standing upon examination. All examinations for promotion shall be competitive among such members of the next lower rank as established by the Commission, as desire to submit themselves to such examination.

Sec. 2. For the purpose of establishing promotive classifications, the Commission shall, as soon as practicable, indicate in each classification, covering positions of higher rank, its next lower rank. The next lower rank may consist of a lower class or a set of lower classes,

within the discretion of the Commission, and prior to the announcement of the time, place and scope of a promotive examination the classification under which such examination is to be held shall indicate the lower class or the set of lower classes comprising the next lower rank; provided, however, that failure to secure a list of eligibles for any class by the holding of a promotive examination shall be accepted as conclusive that a promotive examination for such class is impracticable, and an examination for such class, open to all qualified citizens, may then be held.

Sec. 3. Unless otherwise ordered by resolution of the Commission, all promotive examinations shall be by departments, and only those members of the next lower rank who have served in such rank for at least six months, and are serving in such rank at the time of the examination, in the department for which the examination is held, shall be eligible to participate in such examinations.

Provided, that the Commission may, prior to the announcement of the time, place and scope of a promotive examination, provide by resolution that such examination shall be open to all members of the next lower rank, regardless of departments, but no member of such next lower rank shall be eligible to participate in such examination unless he has had in such next lower rank, at the time of such examination, an aggregate service of at least six months.

Provided further, that persons who have served more than two years in the department for which such examination is held, and have been certified and appointed to the next lower rank, may, with the consent of the Civil Service Commission, be eligible to participate in such examination; but discharge from a position in such rank during the probationary period of such appointee shall render his application void.

RULE 38.

GRADES WITHIN CLASSES.

Section 1. Under the authority conferred by Section 2 of Article XIII of the Charter, grades within classes shall be established in accordance with salaries, to be known as entrance grades and such higher grades as may be fixed by the Commission. Persons holding Civil Service appointment in classes so graded shall take grade in their respective class according to the salary they have received in such class for the ninety consecutive working days preceding the date of the adoption of the grading of their class of employment. Positions in the entrance grades shall be filled from the eligible lists in accordance with Rule 17. Positions in a higher grade in any class shall, where practicable, be filled by transfer from the next lower grades. When a vacancy occurs in a higher grade it shall be offered to the person in the next lower grade having the highest rating for service for such time as may be fixed by the Commission; and until the service or efficiency records have been filed in such grades for not less than six months, seniority in service shall be given the highest rating for service; if no person in the next lower grade is willing to accept such position, it shall be offered to those in the next lower grade, and so on. If no appointee is willing to accept such position, it shall be filled by the person standing highest on the eligible list.

Sec. 2. When the salary of any position is changed in such amount as to place such position in another grade it shall be filled by transfer by the person who would be entitled to fill it had such position been newly created with such salary.

Sec. 3. General Clerks. The following grades are established as those for the posi-

tions of General Clerks: Entrance grade, positions drawing not more than \$100 a month; grade two, positions drawing more than \$100 and not more than \$115 a month; grade three, positions drawing more than \$115 and not more than \$125 a month.

Sec. 4. Stenographer-Typewriters. The following grades are established as those for the position of stenographer-typewriter: Entrance grade, positions drawing not more than \$100 a month; grade two, positions drawing more than \$100 and not more than \$125 a month; grade three, positions drawing more than \$125 and not more than \$150 a month; grade four, positions drawing more than \$150 a month.

Sec. 5. Experienced Clerks. The following grades are established within each of the various classes "Experienced Clerks" specified in the classification of the Classified Civil Service: Entrance grade, positions drawing more than \$125 and not more than \$150 a month; grade two, positions drawing more than \$150 and not more than \$175 a month; grade three, positions drawing more than \$175 and not more than \$200 a month; grade four, positions drawing more than \$200 and not more than \$250 a month.

Sec. 6. Deputies. The following grades are established within each of the various classes "Deputies" specified in the classification of the Classified Civil Service where special gradings for such classes are not separately provided within this rule: Entrance grade, positions drawing not more than \$125 a month; grade two, positions drawing more than \$125 and not more than \$150 a month; grade three, positions drawing more than \$150 and not more than \$175 a month; grade four, positions drawing more than \$175 and not more than \$200 a month; grade five, positions drawing more than \$200 and not more than

\$250 a month; grade six, positions drawing more than \$250 a month.

RULE 39.

INFERIOR POSITIONS.

Section 1. Any position, in any class, to which is attached abnormal duties, conditions or compensation shall, upon order of the Civil Service Commission, be termed an "I. P. E. W." position (i. e., Inferior Position—Exempt Waiver) and eligibles desiring to waive certification for appointment to such positions may do so without penalty.

Section 2. An eligible who accepts appointment to an "I. P. E. W." position shall be entitled to certification for appointment to a regular position in the same class when his rank is reached upon the eligible list for such regular appointment. Service of two years in an "I. P. E. W." position will, upon the request of the appointing power, with the approval of the Civil Service Commission, make eligible the appointee for advancement to a regular position in the same class in the same department.

CLASSIFICATION OF THE CLASSIFIED CIVIL SERVICE OF SAN FRANCISCO.

[Note—Each class of positions named in this Classification includes within such class all other positions that have similar duties and that are not separately classified. See Sec. 2, Rule 17.]

Part One (New Series).

SECTION A.—EDUCATIONAL EXAMINATIONS.

DIVISION A—CLERICAL SERVICE.

Class I—Copyists.

Class II-A—Stenographer-typewriters (female).

Class II-B—Stenographer-typewriters (male).

Class III—Court Stenographers.

Class IV—General Clerks (includes positions of seasonal or extra deputies in the Assessor's office, and all permanent and temporary clerical positions and deputyships in all departments not separately classified and carrying salaries of \$125 a month or less).

Class V—Experienced Clerks, Board of Public Works (promotional from Class IV, this Division, and Classes II and III, Div. A, Part Two (Old Series), and includes all clerical positions under the Board of Public Works not separately classified which require special experience and carry salaries of more than \$125 a month).

Class VI—Experienced Clerks, Board of Health (promotional from Class IV, this Division, and includes all clerical positions under the Board of Health not separately classified which require special experience and carry salaries of more than \$125 a month).

Class VII—Experienced Clerks, Department of Electricity (promotional from Class IV, this Division, and Class III, Div. A, Part Two (Old Series), and includes all clerical positions in the Department of Electricity not separately classified which require special experience and carry salaries of more than \$125 a month).

Class VIII—Assistant Register Clerks, County Clerk's Office (promotional from Classes I and IV, this Division, and includes positions of court room clerks and all other positions in the County Clerk's office that have similar duties and that are not separately classified and carry salaries of \$125 a month or less).

Class IX—Register Clerks, County Clerk's Office (promotional from Class VIII, this Division, and includes cashier and all other positions in the County Clerk's office that have similar duties and that are not separately classified and carry salaries of more than \$125 a month and not more than \$175 a month).

Class X—Chief Register Clerk, County Clerk's Office (promotional from Class IX, this Division, and includes all other positions in the County Clerk's office that have similar duties and that are not separately classified and carry salaries of more than \$175 a month).

Class XI—Deputies, Auditor's Office (promotional from Class IV, this Division, and Classes III and VI, Div. A, Part Two (Old Series), and includes assistant deputies, additional deputies, and all other positions in the

Auditor's office that have similar duties and that are not separately classified and carry salaries of more than \$125 a month).

Class XII—Deputies, Assessor's Office (promotional from Class IV, this Division, and includes Assistant Deputies, and all other positions in the Assessor's office that have similar duties and that are not separately classified and carry salaries of more than \$125 a month).

Class XIII—Deputies, Coroner's Office.

Class XIV—Deputies, Recorder's Office (promotional from Classes I and IV, this Division, and includes assistant deputies and all other positions in the Recorder's office that have similar duties and that are not separately classified and carry salaries of more than \$125 a month).

Class XV—Deputies, Sheriff's Office (includes office deputies, and all other positions in the Sheriff's office that have similar duties and that are not separately classified).

Class XVI—Deputies, Tax Collector's Office (promotional from Class IV, this Division, and Classes III and XI, Div. A, Part Two (Old Series), and includes additional deputies, special deputies, assistant cashiers, and all other positions in the Tax Collector's office that have similar duties and that are not separately classified and carry salaries of more than \$125 a month and not more than \$175 a month).

Class XVII—Deputy Registrars, Department of Elections (promotional from Class IV, this Division, and Class III, Div. A, Part Two (Old Series), and includes all positions in the office of the Registrar of Voters that have similar duties and that are not separately classified and that carry salaries of more than \$125 a month).

Class XVIII—Deputies, Clerk's Office, Justices of the Peace (promotional from Class

IV, this Division, and includes all other positions in the office of the Clerk of the Justices of the Peace that have similar duties and that are not separately classified and carry salaries of more than \$125 a month).

Class XIX—Chief Deputy, Clerk's Office, Justices of the Peace (promotional from Class XVIII, this Division, and includes cashier and all other positions in the office of the Clerk of the Justices of the Peace that have similar duties and that are not separately classified).

Class XX—Deputies, Treasurer's Office (promotional from Class IV, this Division, and includes all other positions in the Treasurer's office that have similar duties and that are not separately classified and carry salaries of more than \$125 a month).

Class XXI—Assistant Clerks, Board of Supervisors (promotional from Class IV, this Division, and includes all other positions in the office of the Board of Supervisors that have similar duties and that are not separately classified and carry salaries of more than \$125 a month).

Class XXII—Chief Assistant Clerk, Board of Supervisors (promotional from Class XXI, this Division).

Class XXIII—Bond and Ordinance Clerk, Board of Supervisors.

Class XXIV—Expert Accountant, Board of Supervisors.

Class XXV—Expert Accountant, Tax Collector's Office (promotional from Class XVI, this Division, and includes all other positions in the Tax Collector's office that have similar duties and that are not separately classified and carry salaries of more than \$175 a month).

Class XXVI—Bookkeepers (includes assistant bookkeepers, accountants, and all other

positions that have similar duties and that are not separately classified).

Class XXVII—Messengers.

Class XXVIII—Expert Searchers, Tax Collector's Office (includes block-book men).

DIVISION B—CIVIL ENGINEERING SERVICE.

Class I—Supervising Civil Engineers (promotional from Class II, this Division, and includes Chief Assistant City Engineer).

Class II—Civil Engineers (includes Assistant Civil Engineers).

Class III—Supervising Mechanical Engineers.

Class IV—Mechanical Engineers.

Class V—Surveyors.

Class VI—Engineering Draughtsmen.

Class VII—Cartographers.

Class VIII—Engineering Chemists.

Class IX—Surveyors' Field Assistants.

DIVISION C—MEDICAL SERVICE.

Class I—Health Officer.

Class II—Superintendent (or Warden), San Francisco Hospital.

Class III—Superintendent of Relief Home.

Class IV—Chief Sanitary Inspector.

Class V—Sanitary Inspectors.

Class VI—Chief Plumbing Inspector.

Class VII—Plumbing Inspectors.

Class VIII—Tenement House Inspectors.

Class IX—Industrial Inspectors.

Class X—Inspector of Indigents.

Class XI—Veterinarians.

Class XII—Market Inspectors.

Class XIII—Dairy Inspectors.

Class XIV—Food Inspectors.

Class XV—Bacteriologists (includes Director of Laboratories).

Class XVI—Toxicologists.

Class XVII—Pharmacists.

Class XVIII—Chemists.

Class XIX—Superintendent of Training School for Nurses, San Francisco Hospital.

Class XX—Instructor of Nurses, Operating Room, San Francisco Hospital.

Class XXI—Graduate Nurses (includes Health Inspectors of Schools).

Class XXII—Hospital Stewards.

Class XXIII—Surgical Cast Maker.

Class XXIV—X-Ray Operators.

Class XXV—Disinfectors.

Class XXVI—Attendant to Lepers.

Class XXVII—Institutional Employes (includes pupil nurses, inmate help, and all other positions that have similar duties and that are not separately classified—salaries not to exceed \$25 a month).

DIVISION D—POLICE SERVICE.

Class I—Policemen.

Class II—Corporals (promotional from Class I, this Division).

Class III—Sergeants (promotional from Class II, this Division).

Class IV—Lieutenants (promotional from Class III, this Division).

Class V—Captains (promotional from Class IV, this Division).

Class VI—Superintendent of Jails.

Class VII—Jailers (includes chief jailer, bailiffs, guards, and all other positions that

have similar duties and that are not separately classified).

Class VIII—Sergeant at Arms, Board of Supervisors.

Class IX—Matrons.

Class X—Women Protective Officers.

DIVISION E—FIRE SERVICE.

Class I—Firemen (includes drivers, stokers, tillermen, truckmen and hosemen).

Class II—Lieutenants (promotional from Classes I and VI, this Division).

Class III—Captains (promotional from Class II, this Division).

Class IV—Battalion Chiefs (promotional from Class III, this Division).

Class V—Assistant Chief Engineers (promotional from Class IV, this Division, and includes positions of first assistant chief engineer and second assistant chief engineer).

Class VI—Engineers of Fire Engines.

Class VII—Superintendent of Engines.

Class VIII—Superintendent of Horses.

Class IX—Draymen.

Class X—Hydrantmen, High Pressure System (includes Gatemen).

Class XI—Foremen Hydrantmen, High Pressure System (includes Assistant Foremen).

Class XII—Superintendent of High Pressure System.

Class XIII—Clerk and Commissary of the Corporation Yard.

DIVISION F — SUPERINTENDING, INSPECTING AND OVERSEEING SERVICE (Miscellaneous).

Class I—Superintendents of Street Work (includes all superintendents, assistant superin-

tendents, and field deputies, having charge of street work, laying and repairing of pavements, repairing and cleaning of sewers, trench digging and pipe laying, street sweeping and cleaning, etc., and all other positions that have similar duties and that are not separately classified).

Class II—Superintendent of Repairs to Public Buildings (includes assistant superintendents).

Class III—Inspectors of Buildings.

Class IV—Inspectors of Streets and Sewers.

Class V—Foreman of Asphalt Plant.

Class VI—Inspector of Light and Water (includes assistant inspectors).

Class VII—Inspector of Boilers and Elevators.

DIVISION G—ARCHITECTURAL SERVICE.

Class I—Designers.

Class II—Draughtsmen.

Class III—Structural Engineers.

Class IV—Specification Writers.

Class V—Quantity Surveyors and Estimators.

Class VI—Superintendent of Construction.

DIVISION H—MUNICIPAL RAILWAY SERVICE.

Class I—Motormen.

Class II—Conductors.

Class III—Inspectors.

Class IV—Adjuster of Claims.

Class V—Assistant Superintendents.

Class VI—Master Mechanic.

Class VII—Car Repairers.

Class VIII—Armature Winders.

Class IX—Trackmen.

DIVISION I—ELECTRICAL SERVICE.

Class I—Linemen.

Class II—Splicers.

Class III—Inside Wiremen.

Class IV—Repairers.

Class V—Fire Alarm Operators.

Class VI—Cable Testers.

Class VII—Instrument Makers.

Class VIII—Electrical Draughtsmen.

Class IX—Linemen's Apprentices.

Class X—Plant Electricians (including station operators).

Class XI—Inspectors, Department of Electricity.

Class XII—Chief Inspector, Department of Electricity (promotional from Class XI, this Division).

Class XIII—Superintendent of Construction, Department of Electricity.

Class XIV—Engineer of Underground Construction, Department of Electricity.

Class XV—Supervisor of Aerial Construction, Department of Electricity.

Class XVI—Assistant Chief, Department of Electricity.

SECTION B.—NON-EDUCATIONAL EXAMINATIONS.

DIVISION N—MECHANICAL SERVICE.

Class I—Pavers.

Class II—Rammers.

Class III—Stonecutters.

Class IV—Granite Cutters.

Class V—Asphalt Workers.

Class VI—Quarry Drillers.

- Class VII—Sewer Cleaners.
- Class VIII—Side Sewermen.
- Class IX—Cribbers.
- Class X—Bricklayers.
- Class XI—Hodcarriers.
- Class XII—Cement Finishers.
- Class XIII—Cement Finishers' Helpers.
- Class XIV—Tinnerns.
- Class XV—Tinnerns' Helpers.
- Class XVI—Plumbers.
- Class XVII—Plumbers' Helpers.
- Class XVIII—Steamfitters.
- Class XIX—Steamfitters' Helpers.
- Class XX—Plasterers.
- Class XXI—Painters.
- Class XXII—Painters' Apprentices.
- Class XXIII—Painters' Helpers.
- Class XXIV—Carriage and Wagon Painters
(includes car painters).
- Class XXV—Sign Painters.
- Class XXVI—Varnishers and Polishers.
- Class XXVII—Pattern Makers.
- Class XXVIII—Cabinet Makers.
- Class XXIX—Carriage, Wagon and Auto-
mobile Woodworkers.
- Class XXX—Carpenters.
- Class XXXI—Carpenters' Helpers.
- Class XXXII—Carpenters' Apprentices.
- Class XXXIII—Engineers of Stationary
Steam Engines (includes chief engineers and
assistant engineers).
- Class XXXIV—Firemen of Stationary Steam
Engines.
- Class XXXV—Marine Engineers.
- Class XXXVI—Marine Stokers.

Class XXXVII—Marine Engineers of Gasoline Engines.

Class XXXVIII—Engineers of Hoisting and Portable Engines (including engineers of steam rollers).

Class XXXIX—Locksmiths.

Class XL—Machinists.

Class XLI—Machinists' Helpers.

Class XLII—Boilermakers.

Class XLIII—Boilermakers' Helpers.

Class XLIV—Blacksmiths.

Class XLV—Blacksmiths' Helpers.

Class XLVI—Ship and Machine Blacksmiths.

Class XLVII—Ship and Machine Blacksmiths' Helpers.

Class XLVIII—Horseshoers.

Class XLIX—Harness Makers.

Class L—Brass Finishers.

Class LI—Pipe Calkers.

Class LII—Malthoid Roofers.

Class LIII—Malthoid Roofers' Helpers.

Class LIV—General Artisans (includes handymen).

Class LV—Millwrights.

Class LVI—Derrickmen.

Class LVII—Glaziers.

DIVISION O—MISCELLANEOUS SERVICE.

Class I—Pilots.

Class II—Photographers.

Class III—Chauffeurs (includes drivers of all motor driven apparatus except street railway cars).

Class IV—Telephone Operators (includes exchange board operators).

Class V—Commissaries (includes store-housemen).

Class VI—Janitors.

Class VII—Elevator Operators.

Class VIII—Watchmen.

Class IX—Hostlers.

Class X—Teamsters (includes drivers of all horse-drawn vehicles).

Class XI—Teamsters, with single teams.

Class XII—Teamsters, with double teams.

Class XIII—Butchers.

Class XIV—Bakers.

Class XV—Cooks.

Class XVI—Milkers.

Class XVII—Farmers.

Class XVIII—Gardeners.

Class XIX—Seamstresses.

Class XX—Laundry Workers.

Class XXI—Waiters.

Class XXII—Waitresses.

Class XXIII—Kitchen Helpers.

Class XXIV—Laborers.

Class XXV—Photostat Operators.

Class XXVI—Blue printers.

CLASSIFICATION
OF THE
CLASSIFIED CIVIL SERVICE OF
SAN FRANCISCO
Part Two (Old Series).

DIVISION A—CLERICAL SERVICE.

Class II—Stenographer-typewriters.

Class III—Ordinary Clerks.

Class VI—Experienced Clerks, Auditor's Office.

Class IX—Bookkeepers (Board of Public Works).

Class XI—Experienced Clerks, Tax Collector's Office.

Class XIII—Deputies (Office, Board of Public Works).

Class XIV—Secretary, Police Commission.

Class XVI—Secretary, Police Pension Fund Commission.

Class XVII—Secretary, Fire Pension Fund Commission.

DIVISION D—POLICE SERVICE.

Class VII—Police Patrol Drivers.

DIVISION E—MEDICAL SERVICE.

Class V—Health Inspectresses of Schools.

Class XVIII—Disinterment Inspectors.

Class XXXIV—Laboratory Assistants and Apprentices.

Class XXXVI—Ambulance Drivers.

DIVISION G—FIRE SERVICE.

Class X—Hydrantmen.

DIVISION H—SUPERINTENDING, INSPECTING AND OVERSEEING SERVICE.

Class II—District Foremen and Inspectors of Street Sweeping and Cleaning.

Class VII—Inspectors of Side Sewers.

Class XI—Superintendent of Stone Pavements.

Class XIV—Inspectors of Complaints, Board of Public Works.

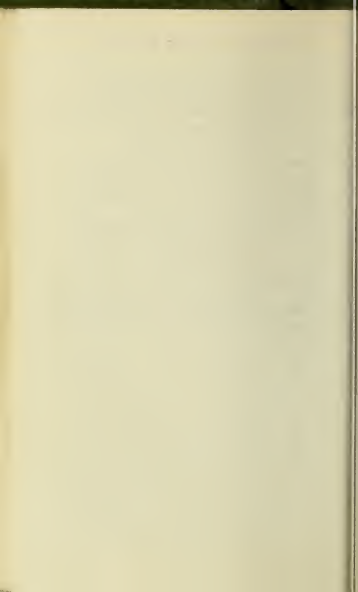
DIVISION K—MISCELLANEOUS SERVICE.

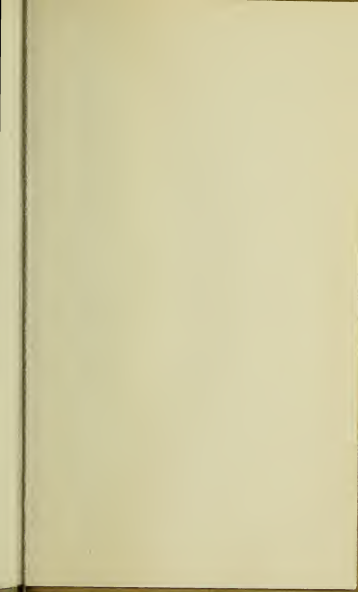
Class X—Pantry Workers and Waiters.

Class XV—Street Sweepers.

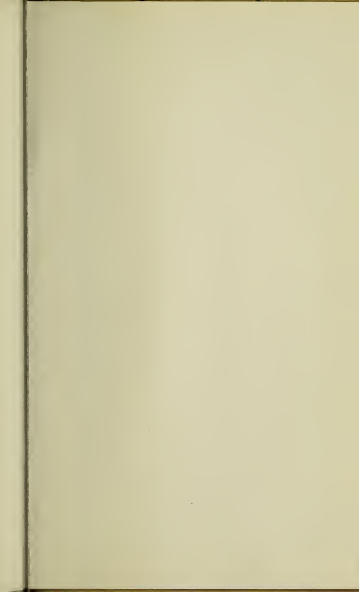
DIVISION N—MECHANICAL SERVICE.

Class LVIII—Engineers of Steam Rollers.









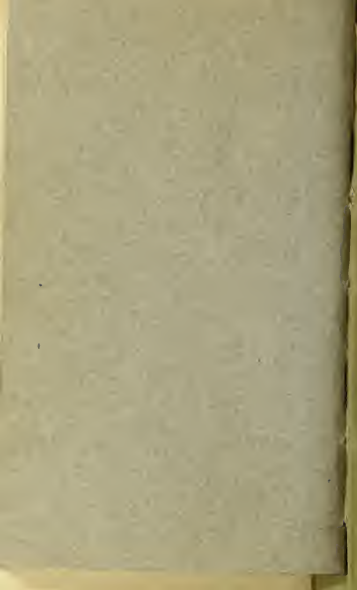




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MUNICIPAL MANUAL
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DIRECTORY OF CITY OFFICIALS

MAYOR, JAMES ROLPH, JR.

Room 200, City Hall.

EDWARD RAINEY, Mayor's Secretary, Room 200.

BOARD OF SUPERVISORS

Meets every Monday at 2 p. m., City Hall.

EDWARD J. BRANDON, 20 De Soto Street.

CORNELIUS J. DEASY, 602 Kohl Building.

ANDREW J. GALLAGHER, 1379 Masonic Avenue.

J. EMMET HAYDEN, 34 Market Street.

FRED L. HILMER, 129 Davis Street.

OSCAR HOCKS, 558 Guerrero Street.

JOHN D. HYNES, 550 Page Street.

JOHN C. KORTICK, 335 First Street.

JOSEPH F. LAHANNEY, 902 Potrero Avenue.

RALPH McLERAN, 2474 Fulton Street.

JAMES B. MCSHEEHY, 1147 Dolores Street.

JOSEPH MULVIHILL, 750 Third Avenue.

CHARLES A. NELSON, City Hall.

JAMES E. POWER, 1207 Ashbury Street.

E. E. SCHMITZ, 1855 Sacramento Street.

FRED SUHR, JR., 2919 Mission Street.

RICHARD J. WELCH, 978 Guerrero Street.

EDWARD I. WOLFE, 630 Mills Building.

JOHN S. DUNNIGAN, Clerk, Room 235, City Hall.

JOHN W. ROGERS, Chief Assistant.

Standing Committees

Auditorium—Hayden, Mulvihill, Suhr, Brandon, Welch. Meets Tuesdays at 1:45 p. m.

Civil Service—Schmitz, Suhr, Hynes.

Commercial Development—Kortick, Brandon, Gallagher, Welch, Wolfe.

Education, Parks and Playgrounds—McSheehy, Deasy, Kortick, Lahaney, Wolfe.

Electricity—Suhr, Deasy, Hynes.

Finance—McLeran, Kortick, Suhr. Meets Fridays at 2:30 p. m.

Fire—Deasy, Hayden, Hilmer. Meets Thursdays at 2 p. m.

Judiciary—Power, Hilmer, Hocks.

Lands and Tunnels—Gallagher, Lahaney, McLeran.

Lighting, Water Service and Telephone Service—Nelson, McSheehy, Power. Meets first and third Tuesdays of each month at 2 p. m.

Police—Hocks, Hilmer, Hynes. Meets Fridays at 2 p. m.

Municipal Concerts and Public Celebrations—Hynes, Hayden, Schmitz, Gallagher.

Public Buildings—Brandon, McLeran, McSheehy, Nelson. Meets Tuesdays at 2 p. m.

Public Health and Garbage Disposal—Lahaney, Hayden, McSheehy, Schmitz, Power. Meets Thursdays at 4 p. m.

Public Utilities—Wolfe, Brandon, Gallagher, Mulvihill, Welch. Meets Wednesdays at 2 p. m.

Public Welfare, Weights and Measures and Publicity—Mulvihill, Deasy, Hocks, Nelson, Welch.

State Taxes and Legislation—McLeran, Nelson, Schmitz, Wolfe.

Streets and Sewers—Welch, Brandon, Kortick, Lahaney, McSheehy. Meets Thursdays at 2 p. m.

Supplies—Hilmer, Gallagher, Hocks, Mulvihill, Power, Deasy. Meets Thursdays at 3 p. m.

Horticultural Commissioner

DIMLEY MOULTON, Room 235, City Hall.

BOARD OF PUBLIC WORKS

Meetings—Wednesday, 1:30 p. m.; Monday and Friday, 10 a. m., Room 251, City Hall.

THOMAS A. REARDON, President, City Hall.

ARTHUR JUDILL, City Hall.

DANIEL G. FRASER, City Hall.

FREDERICK J. CHURCHILL, Chief Deputy Commissioner and Secretary, Room 260, City Hall.

Bureau of Engineering

M. M. O'SHAUGHNESSY, City Engineer, Room 357, City Hall.

Bureau of Architecture

Room 265, City Hall.

JOHN REID, JR., Consulting Architect, First National Bank Building.

Bureau of Streets

ANDREW J. DONOVAN, Office Deputy, Room 272, City Hall.

Superintendent of Public Buildings

CHARLES W. MEEHAN, Eleventh and Bryant Sts.

Bureau of Building Inspection

J. P. HORGAN, Chief Inspector, Room 276, City Hall.

Street Repairs

JAMES R. McELROY, Superintendent, Eleventh and Bryant Streets.

Sewer Repairs

JOSEPH LINEHAN, Superintendent, office, 2744 Sixteenth Street.

Street Cleaning

PETER J. OWEN, Superintendent, Eleventh and Bryant Streets.

Geary Street Municipal Railroad

2600 Geary St. Office, Geary and Josephine Sts.
FRED BOEKEN, Superintendent.

Municipal Auditorium

J. P. DONAHUE, Superintendent, Larkin and Grove Streets.

EDWIN H. LEMARE, Organist, Hotel Whitcomb.

SUPPLIES DEPARTMENT

MARIUS KAST, Superintendent, Room 215, City Hall.

BOARD OF FIRE COMMISSIONERS

Meets Thursdays, 8 p. m., Room 2, City Hall.

JOHN F. DAVIS, President, 785 Market Street.

T. R. HERRING, 1438 Twenty-sixth Avenue (Sunset).

FRANK C. SYKES, Crocker Building.

WM. C. MIKULICH, Mills Building.

FRANK KENNEDY, Secretary, City Hall.

THOS. R. MURPHY, Chief Engineer, Room 2, City Hall; office hours, 10:30 to 12 o'clock daily.

CHARLES TOWE, Fire Marshal, City Hall, Room 2; in office 8 to 9 a. m., and 12 to 2 p. m.

BOARD OF POLICE COMMISSIONERS

Office, Hall of Justice, Kearny and Washington Streets. Regular meetings, Monday at 7:30 p. m.

THEODORE J. ROCHE, President, Humboldt Bank Building.

JESSE B. COOK, Savings Union Bank of San Francisco.

THOMAS E. SHUMATE, M. D., 86 Post Street.

CHARLES F. SKELLY, Secretary.

D. A. WHITE, Chief of Police.

DEPARTMENT OF ELECTRICITY

ARTHUR KEMPSTON, Chief, Room 205, City Hall.

DEPARTMENT OF ELECTIONS

Room 155, City Hall.

Meetings held at the call of the President.

WM. McDEVITT, President, 1004 Fillmore Street.

J. K. PRIOR, JR., 112 Market Street.

C. J. COLLINS, 3358 Twenty-second Street.

THOS. V. CATOR, 3968 Twenty-third Street.

JOHN HERMANN, 126 Folsom Street.

J. H. ZEMANSKY, Registrar.

CIVIL SERVICE COMMISSIONERS

Meet Monday at 8 p. m., Room 151, City Hall.

GEORGE A. TRACY, President, 701 Underwood Bldg.

JOHN J. O'TOOLE, Mills Building.

E. A. WALCOTT, 153 Kearny Street.

JAMES J. MAHER, Chief Examiner and Secretary, 3536 Twenty-second Street.

DEPARTMENT OF PUBLIC HEALTH

Main office, 1085 Mission Street, near Seventh.

Regular meeting of Board, third Thursday of

each month at 8 o'clock p. m. Special meeting every Thursday (third excepted), at 4:30 p. m., for hearing of condemnation cases.

ARTHUR H. BARENDT, President, Mills Building.

GUY E. MANNING, M. D., 516 Sutter Street.

A. P. O'BRIEN, M. D., 126 Post Street.

GEORGE B. SOMERS, M. D., Lane Hospital.

LAWRENCE ARNSTEIN, Third and Mission Streets.

FRANK J. KLIMM, 221 Oak Street.

ARTHUR M. SHARP, 2730 Vallejo Street.

WM. C. HASSLER, M. D., Health Officer, 1085 Mission Street.

ED. M. COFFEY, Chief Clerk and Statistician, 729 Waller Street.

ARTHUR A. O'NEILL, M. D., City Physician, 350 Post Street.

SAXTON T. POPE, M. D., Chief Surgeon of Emergency Hospitals.

R. G. BRODRICK, M. D., Superintendent San Francisco Hospital.

PARK COMMISSIONERS

Office, Golden Gate Park Lodge.

CURTIS H. LINDLEY, President, Mills Building.

JOHN A. MCGREGOR, 2800 Pacific Avenue.

M. EARL CUMMINGS, 3944 Clay Street.

SIGMUND GREENEBAUM.

A. B. SPRECKELS, California and Davis Streets.

JAMES DE SUCCA, Secretary.

JOHN McLAREN, Superintendent Golden Gate Park.

PLAYGROUND COMMISSION

Meets alternate Wednesdays, at 2:30 p. m., Room 376, City Hall.

REV. D. O. CROWLEY, President, 720 Church Street.

JOHN McLAREN, Park Lodge, Golden Gate Park.

HENRY B. MILLS, 149 California Street.

GEORGE E. GALLAGHER, 148 Kearny Street.

MRS. F. G. SANBORN, 1020 Dolores Street.

MISS AGNES G. REGAN, 2039 Ellis Street.

ANGELO J. ROSSI, 123 Kearny Street.

FRANK A. LAWLER, Secretary, 636 City Hall.

CITY PLANNING COMMISSION

Meets first and third Tuesdays, 8 p. m., Room 220, City Hall.

MATT I. SULLIVAN, President, Humboldt Bank Building.

FRANK I. TURNER, Grant Avenue and Post Street.

MRS. ABBIE E. WILKINS, 25 St. Francis Boulevard.

PAUL M. SCHARRENBURG, Underwood Building.

Ex-officio members—Mayor James Rolph, Supervisors J. C. Kortick, Jos. Mulvihill, R. J. Welch; M. M. O'Shaughnessy, City Engineer; John Reid, Jr., City Architect; George Lull, City Attorney; Dr. W. C. Hassler, Health Officer, and Jos. P. Horgan, Building Inspector.

H. A. MASON, Secretary.

SEALER OF WEIGHTS AND MEASURES

LAWRENCE J. DOLAN, Sealer, Room 6, City Hall.

WIDOWS' PENSION BUREAU

MARGARET C. NESFIELD, Director, 462 City Hall.

SAN FRANCISCO MUNICIPAL BAND

ERNEST G. WILLIAMS, Director, City Hall.

PUBLIC POUND

Office and Pound, Sixteenth and Alabama Streets.

MATTHEW MCCURRIE, Secretary.

BOARD OF EDUCATION

Room 287, City Hall.

Regular meeting day, Tuesday, 10 a. m.

Regular meetings as a High School Board held on last Tuesday of each month.

GEO. E. GALLAGHER, President, City Hall.

A. A. D'ANCONA, 862 Shrader Street.

MRS. SARAH J. JONES, 691 Post Street.

MRS. AGNES G. REBAN, 2039 Ellis Street.

ALFRED RONCOVIERI, Superintendent of Schools, residence 2154 Vallejo Street.

M. R. NORRIS, Secretary, 252 Crescent Avenue.

PUBLIC LIBRARY TRUSTEES

Trustees meet first Tuesday of each month.

R. B. HALE, President, Market and Fifth Streets.

EDW. R. TAYLOR, 2326 California Street.

JOHN H. WISE, 2160 Steiner Street.

WASHINGTON DODGE, Hobart Building.

JAMES D. PHELAN, Phelan Building.

R. B. HALE, Fifth and Market Streets.

CHARLES H. BENTLEY, 101 California Street.

MAX C. SLOSS, Supreme Court, Wells Fargo Bldg.

EUSTACE CULLINAN, Phelan Building.

MISS MCKINSTRY, 2988 Pacific Avenue.

JOSEPH O'CONNOR, 1250 Tenth Avenue.

GEO. W. KELLAM, Sharon Building.

GEO. A. MULLIN, Secretary, 2520 Octavia Street.

ROBERT REA, Librarian, 715 Page Street.

CITY AND COUNTY OFFICERS

Auditor—THOMAS F. BOYLE, Room 111, City Hall.

Treasurer—JOHN E. McDUGALD, Room 110, City Hall.

Assessor—JOHN GINTY, Room 101, City Hall.

Tax Collector—EDWARD F. BRYANT, Room 106, City Hall.

Coroner—DR. JOHN GALLAGHER, Merchant Street, between Kearny and Montgomery Streets.

Recorder—EDMOND GODCHAUX, Room 167, City Hall.

City Attorney—GEORGE LULL, Room 206, City Hall.

District Attorney—CHARLES M. FICKERT, Hall of Justice, Kearny and Washington Streets.

Public Administrator—W. J. HYNES, 853 Phelan Building.

County Clerk—H. I. MULCREVY, Room 325, City Hall. (Criminal Department in Hall of Justice.)

Sheriff—THOS. F. FINN, Room 335, City Hall.

SUPERIOR COURTS

THOMAS S. MULVEY, Secretary to Judges, Room 480, City Hall.

Civil Departments, fourth floor, City Hall.

- Dept. 7—E. P. MOGAN, Presiding Judge, Room 472.
 Dept. 1—JAMES M. TROUTT, Judge, Room 429.
 Dept. 2—F. J. MURASKY, Judge, Room 404.
 Dept. 3—JOHN T. NOURSE, Judge, Room 403.
 Dept. 4—J. J. VAN NOSTRAND, Judge, Room 466.
 Dept. 5—JOHN HUNT, Judge, Room 411.
 Dept. 8—G. A. STURTEVANT, Judge, Room 465.
 Dept. 9—J. V. COFFEY, Judge, Room 417.
 Dept. 10—THOS. F. GRAHAM, Judge, Room 452.
 Dept. 13—DANIEL C. DEASY, Judge, Room 432.
 Dept. 14—GEO. E. CROTHERS, Judge, Room 402.
 Dept. 15—EDW. P. SHORTALL, Judge, Room 418.
 Dept. 16—BERNARD J. FLOOD, Judge, Room 426.
 Criminal Departments—Hall of Justice, Kearny and Washington Streets.
 Dept. 6—FRANK H. DUNNE, Judge.
 Dept. 11—FRANKLIN A. GRIFFIN, Judge.
 Dept. 12—GEO. H. CABANISS, Judge.

ADULT PROBATION BOARD

- ANDREW Y. WOOD, Chairman, 28 Montgomery St.
 JAMES S. FENNELL, Vice-Chairman, 330 Frederick Street.
 AUGUSTIN C. KEANE, Secretary-Treasurer, Hearst Building.
 MRS. HENRY SAHLEIN, 1718 Jackson Street.
 DR. J. WILSON SHIELS, 516 Sutter Street.
 GEORGE FILMER, 330 Jackson Street.
 MISS MARY L. SWEENEY, 2699 California Street.
 WM. H. NICHOLL, Chief, Adult Probation Department.

JUVENILE COURT

- FRANK J. MURASKY, Judge.
 JUVENILE COURT, 150 Otis Street.
 J. C. ASTREDO, Chief Probation Officer, Detention Home, 150 Otis Street.

PROBATION COMMITTEE

- MRS. EDW. L. BALDWIN, Chairman, 20 Market St.
 JAMES R. PRINGLE, Merchants Exchange Bldg.
 REV. D. O. CROWLEY, 720 Church Street.

MISS MCKINSTRY, 2988 Pacific Avenue.
JESSE W. LILIENTHAL, Flood Building.
SELAH CHAMBERLAIN, Mills Building.
R. E. QUEEN, 112 Market Street.

JUSTICES' COURTS

City Hall, third floor.

JAMES G. CONLAN, Presiding Judge, Room 306.
CHAS. A. A. CREIGHTON, Judge, Room 386.
A. T. BARNETT, Room 380.
FRANK J. DEASY, Judge, Room 385.
M. J. ROCHE, Judge, Room 387.
ROBT. W. DENNIS, Justices' Clerk, Room 300.

POLICE COURTS

Hall of Justice, Kearny and Washington Streets.

Dept. 1—T. I. FITZPATRICK, Judge.
Dept. 2—JOHN J. SULLIVAN, Judge.
Dept. 3—MATTHEW BRADY, Judge.
Dept. 4—MORRIS OPPENHEIM, Judge.

LAW LIBRARY

City Hall, fourth floor.

JAMES H. DEERING, Librarian, Room 436.

Office Hours—All public offices are kept open for business every day, except legal holidays, from half past eight o'clock in the forenoon until five o'clock in the afternoon; and, in addition, from the first day of November until the last Monday of December in each year, the office of the Tax Collector must be kept open until nine o'clock in the evening. The Treasurer must keep his office open for business every day, except legal holidays, from nine o'clock in the forenoon until four o'clock in the afternoon.

Fiscal Year—The fiscal year commences on the first day of July and ends on the thirtieth day of June following.

HOLIDAYS

Holidays, within the meaning of the code, are every Sunday, the first day of January,

twelfth day of February, to be known as Lincoln Day; twenty-second day of February, thirtieth day of May, fourth day of July, ninth day of September, first Monday in September, twelfth day of October, to be known as "Columbus Day"; twenty-fifth day of December; every day on which an election is held throughout the State, and every day appointed by the President of the United States or by the Governor of this State, for a public fast, thanksgiving or holiday.

If the first day of January, twelfth day of February, twenty-second day of February, the thirtieth day of May, the fourth day of July, the ninth day of September, the twelfth day of October, or the twenty-fifth day of December, falls upon a Sunday, the Monday following is a holiday.

Every Saturday from twelve o'clock noon until twelve o'clock midnight is a holiday as regards the transaction of business in the public offices. This shall not be construed to prevent or invalidate the issuance, filing, service, execution or recording of any legal process or written instrument whatever on such Saturday afternoon.

All public offices shall be closed on the ninth day of September of each year, known as Admission Day.

WHERE TO MAKE COMPLAINTS

Citizens can benefit themselves and at the same time expedite the transaction of public business by observing the following general rules regarding the transmission of complaints:

To the Supervisors—All requests for new legislation or changes in the ordinances, for appropriations, for such permits as the Board can grant, in relation to the conduct of public service corporations, for the installation of street lights, or for any service beyond the power of any other department to grant.

To the Board of Public Works—All matters relating to streets, including grading, opening, improvement, repair or cleaning thereof, to sewers, to the construction of buildings or any other construction work under its charge, to house numbering, to the maintenance of public buildings, and all matters of an engineering nature, and violations of building laws.

To the Board of Health—All matters relating to sanitation and the enforcement or non-enforcement of sanitary regulations, the abatement of nuisances, etc.

To the Department of Electricity—All matters relating to electrical installation either in buildings or streets.

To the Water and Light Inspector—All complaints as to improper service or charge for gas, electricity or water.

To the Fire Department—All requests for additional fire protection, including fire alarm boxes, complaints against such things as increase the fire hazard, and the enforcement of fire protection ordinances.

To the Police Department—All complaints of non-enforcement of ordinances and requests for such permits as the Police Commissioners may grant.

Communications relating to education, parks, playgrounds, civil service, should be transmitted directly to the commissioners having control of the subject.

If your dealer is short weighting you, call up the Weights and Measures Department.

In case any department or officer fails to acknowledge the receipt of the communication or fails to give attention to the matter stated therein, then such dereliction should be brought to the attention of the Mayor.

LEGISLATIVE DEPARTMENT

THE BOARD OF SUPERVISORS

Legislative Power—The legislative power of the City and County of San Francisco is vested in a legislative body, which is designated as the Board of Supervisors.

Term, Qualifications—The Board consists of eighteen members, who hold office for two years and are elected from the City and County at large. Each one must have been an elector of the city and county for at least five years next preceding his election. The salary of a Supervisor is two hundred dollars a month.

Quorum—A majority of all the members constitutes a quorum.

POWERS OF THE BOARD OF SUPERVISORS

Appointments—The Board appoints a Clerk, Sergeant-at-Arms, and when authorized by ordinance can appoint additional clerks and assistants.

Rules—Establishes rules for its proceedings.

Journal—Keeps a journal of its proceedings, and allows the same to be published.

Decorum—Has authority to punish its members for disorderly or contemptuous behavior.

Presiding Officer—The Mayor is the presiding officer.

Meetings—The Board meets on Monday of each week, or if that day be a legal holiday, then on the next day. The meetings are public.

Clerk of the Board—The Clerk administers oaths and affirmations, without charge, in all matters pertaining to the affairs of his office.

He has the custody of the seal, and of all leases, grants and other documents, records and papers of the city and county. His signature is necessary to all leases, grants and conveyances.

Ordinances—Every legislative act is by ordinance.

Bills and Resolutions—No bill can become an ordinance, nor resolution be adopted, unless finally passed by a majority of all the members.

When Ordinances Take Effect—No ordinance can take effect until ten days after its passage.

Approval or Disapproval of Mayor—Every bill and resolution must be presented to the Mayor for his approval. The Mayor returns the bill or resolution within ten days after receiving it. If he approves it, he signs it and it becomes an ordinance. If he does not return it in the time specified, it takes effect as if he had approved it. If the Mayor disapproves, the Board may reconsider the bill and pass it with an affirmative vote of not less than fourteen members.

FINANCE AND TAXATION

Estimates of Annual Requirements in Each Department—On or before the first Monday in each year, the heads of departments, offices, boards and commissions must send to the Supervisors an estimate in writing of the amount of expenditure required in their departments, etc., including a statement of the salaries of their subordinates.

Auditor's Annual Estimate of the City's Requirements and Revenue—On or before the first Monday of May in each year, the Auditor transmits to the Supervisors an estimate of the probable expenditures of the city and county government for the next ensuing fiscal

year; also an estimate of the amount of income from fines, licenses and other sources of revenue.

Supervisors Make Annual Budget—The Supervisors meet annually between the first Monday of May and the first Monday of June, and by a vote of a majority of all the members make a budget of the amounts estimated to be required to pay the expenses of conducting the public business of the city and county.

Mayor May Veto Items—Any item in the budget may be vetoed by the Mayor. It requires fifteen votes of the Supervisors to overcome such veto.

Tax Levy, When Made—On or before the third Monday in September of each year, the Supervisors levy the amount of taxes required to be levied upon all property not exempt from taxation. The amount must be sufficient to provide for the payment during the fiscal year of all demands upon the Treasurer.

EXECUTIVE DEPARTMENT

THE MAYOR

Qualifications, Term, Salary—The chief executive of the city and county is the Mayor. He must have been an elector for at least five years preceding his election. He is elected by the people and holds office for four years and receives an annual salary of six thousand dollars.

Duties of the Mayor—The Mayor must vigilantly observe the official conduct of all public officers and the manner in which they execute their duties. The books, records and official papers of all departments and officers must be open to his inspection and examination.

He may from time to time recommend to the proper officers of the different departments

such measures as he deems beneficial to public interest. He must see that the laws of the State and the city and county are enforced. He has a general supervision over all the departments and institutions.

Appointive Power—The Mayor appoints all officers whose election is not provided for in the charter or by law. When a vacancy occurs in any office, the Mayor appoints his successor, who holds office for the remainder of the term.

President Pro Tem—When the Mayor is temporarily unable to perform his duties, a member of the Board is chosen President pro tempore, who acts as Mayor.

Vacancy in Mayoralty—When a vacancy occurs in the office of Mayor, it is filled for the unexpired term by the Supervisors.

THE AUDITOR

Qualifications, Term, Salary, Duties—The head of the Finance Department is the Auditor. He must have been an elector for at least five years next preceding his election. He is elected by the people and holds office for four years. His salary is four thousand dollars. The Auditor must always know the exact condition of the treasury and every demand upon it. He is the general accountant of the city and county and receives and preserves all accounts, books, vouchers, documents and papers relating to the accounts and contracts of the city and county, its debts, revenues and other financial affairs.

Appointees—The Auditor appoints a Deputy Auditor, who must possess the qualifications of the Auditor and who receives an annual salary of twenty-four hundred dollars. He also appoints two assistant deputies and such number of clerks as are necessary for the discharge of his official duties.

Demands Must Be Audited—The Auditor must keep an account of all moneys paid into

and out of the treasury, and the treasurer cannot pay any money out of the treasury except on demand approved by the Auditor.

THE TREASURER

Qualifications, Term, Salary—The Treasurer must have been an elector for at least five years next preceding his election. He is elected by the people and holds office for four years. His salary is four thousand dollars.

Duties of Treasurer—The Treasurer receives and keeps all moneys which are paid into the treasury. At the close of each day, he must take an account of and enter in the proper book the exact amount of money on hand. At the end of every month he must file with the Mayor and publish quarterly in the official newspaper a statement of the condition of the treasury.

All moneys paid into the treasury of the city and county may be deposited by the Treasurer, upon the written consent of the Mayor, in any licensed national bank, or banks, within this State.

The rate of interest is fixed annually in the month of January of each year. The rate of interest is fixed by the Treasurer, the Auditor and the Mayor, and is then reported to the Board of Supervisors immediately. The rate of interest must not be less than two per cent on the daily balances deposited.

The Treasurer is not responsible for any loss of public moneys resulting from the deposit thereof when made in accordance with these provisions.

THE ASSESSOR

Term, Salary—The Assessor is elected by the people and must have been an elector for at least five years next preceding his election. He is elected by the people and holds office for four years. His salary is eight thousand dollars.

The Assessor must assess all taxable property within the city and county.

THE TAX COLLECTOR

Qualifications, Term, Salary—The Tax Collector must have been an elector for at least five years next preceding his election. He is elected by the people and holds office for two years. His salary is four thousand dollars.

Powers and Duties—The Tax Collector collects all licenses which are required by law or ordinance.

He is charged with all taxes levied upon real or personal property within the city and county.

He must pay into the treasury, without any deduction for commissions or fees, the full amount of all taxes, assessments and money received by him.

Licenses in Charge of Tax Collector—He must examine all persons liable to pay licenses and see that the licenses are taken out and paid for. He and his deputies, in the performance of their official duties, have the same power as police officers in serving process and in making arrests.

THE CORONER

Qualifications, Term, Salary, Duties, Morgue—The Coroner is elected by the people and holds office for four years. He must have been an elector for at least five years next preceding his election. He receives an annual salary of four thousand dollars. He has the control and management of the Morgue of the city and county.

THE RECORDER

Qualifications, Term, Salary—The Recorder must have been an elector of the city and county for at least five years next preceding his election. He is elected by the people and

holds office for four years. He receives an annual salary of four thousand dollars.

Custodian of Public Records, Duties—The Recorder takes into his custody and safely keeps all books, records, maps, and papers deposited in his office. Upon demand and payment of the fees prescribed by law or ordinance, he must furnish to any one applying for a copy of any such book, record, map or paper certified under the hand and seal of his office. When any papers are presented for filing or recording, he or his deputies write on the margin of each paper so presented the number of folios, the amount paid for recording the same, and numbers consecutively all instruments and documents filed in his office.

LEGAL DEPARTMENT

THE CITY ATTORNEY

Salary, Term, Qualifications—The City Attorney is the attorney and counselor of the city and county. He receives an annual salary of five thousand dollars. He is elected by the people and holds office for four years. He must be an elector of the city and county and qualified to practice in all the courts of this State and must have been so qualified for at least ten years preceding his election, during five years of which he must have been an actual resident of the city and county.

Duties—He must prosecute and defend for the city and county all actions at law or in equity, and all special proceedings for or against the city. He gives legal advice, in writing, to all officers, boards and commissions, when requested to do so by them.

Records of City's Legal Proceedings—He must keep on file in his office all written communications and opinions given by him to any officer, board or department; the briefs and

transcripts used in causes in which he appears; and bound books of record and registry of all actions or proceedings in his charge.

Delivery of Records to Successor—He must deliver all books and records, reports, documents, papers, statutes, law books and property of every description in his possession belonging to his office, to his successor in office, who must give him duplicate receipts for them.

THE DISTRICT ATTORNEY

Term, Qualifications, Salary—The District Attorney is elected by the people and holds office for four years. He must be an elector of the city and county and at the time of his election must be qualified to practice in all the courts of this state and must have been so qualified for at least five years next preceding his election. He receives an annual salary of five thousand dollars.

Powers and Duties—The District Attorney has all the powers conferred upon the District Attorneys of counties by the general laws of this state, and in addition must attend, institute and conduct, on behalf of the people, all prosecutions cognizable in the Police Court of the city and county. He must draw all complaints and warrants in said Police Court, prosecute all forfeited recognizances, and all actions for the recovery of fines, penalties, and forfeitures accruing to the city and county, deliver receipts for money or property received in his official capacity. He must file with the auditor on the first Mondays of January, April, July and October in each year, an itemized statement under oath showing all moneys received by him. He must give, when required, without fee, advice to the Board of Police Commissioners, the Chief of Police, the Board of Health and the Coroner, upon matters relating to the duties of their respective offices.

THE PUBLIC ADMINISTRATOR

Powers and Duties—The Public Administrator is elected by the people and holds office for two years. He has all the powers conferred, and discharges all the duties imposed upon, the Public Administrators of counties by the general laws of this state.

Allowed Fees for Compensation—He is entitled to all such fees as may be allowed by law to the Public Administrators of the counties of the state in full compensation for all his services.

THE COUNTY CLERK

Term, Powers and Duties—The County Clerk is elected by the people and holds office for four years. He has all the powers conferred, and must discharge all the duties imposed upon, the County Clerks of counties by the general laws of this state, and in addition must attend and act as clerk of the Police Court, keep the documents and registers and take charge of and safely keep all books, papers and records which may be filed or deposited in his office pertaining to the Police Court. He receives an annual salary of four thousand dollars.

THE SHERIFF

Term, Salary, Powers and Duties—The Sheriff is elected by the people and holds office for four years. He receives an annual salary of eight thousand dollars. He also receives compensation from the state for the delivery of prisoners to the state prisons, and insane persons to the state asylums for the insane.

THE JUSTICES' COURT

Justices of the Peace, Salaries, Chief Clerk, Deputies—The Justices of the Peace each receive an annual salary of twenty-four hundred

dollars, except the Presiding Judge, who receives an annual salary of twenty-seven hundred dollars. They appoint a Chief Clerk who holds office for two years and receives an annual salary of twenty-four hundred dollars. The Chief Clerk may appoint five deputies, each of whom receives an annual salary of twelve hundred dollars.

THE POLICE COURT

Police Court, Four Judges, Term, Salary—There is established in and for the City and County of San Francisco a Court which is known as the Police Court of the City and County of San Francisco. The Court consists of four Judges who are elected by the people and hold office for four years. They each receive an annual salary of thirty-six hundred dollars.

Qualifications.—They must be electors and must have been such for at least five years next preceding their election. No person is eligible to the office of Judge of the Police Court who has not been qualified for at least five years next preceding his election.

Departments.—The Court is divided into departments known as Department Number One, Department Number Two, Department Number Three and Department Number Four.

Presiding Judge.—The Judges choose from their number a Presiding Judge, who serves for one year. The Presiding Judge assigns the Judges to their respective departments.

BONDS OF OFFICIALS

Officers to Give Bonds, Approval by Mayor and Auditor.—Officers of the city and county, before entering upon the discharge of their duties, must respectively give and execute to the city and county such official bonds as may be required by law, ordinance or the charter. All bonds excepting those of the Mayor and

Auditor, must be approved by the Mayor and Auditor. The bond of the Mayor must be approved by the Auditor and the bond of the Auditor must be approved by the Mayor.

Bonds of City and County Officers, Premium for Bonds—The following officers respectively execute official bonds to the city and county, with sureties, in the following sums:

Mayor, twenty-five thousand dollars; Auditor, fifty thousand dollars; Treasurer, two hundred thousand dollars; Assessor, fifty thousand dollars; County Clerk, fifty thousand dollars; Recorder, ten thousand dollars; Sheriff, fifty thousand dollars; Coroner, ten thousand dollars; City Attorney, ten thousand dollars; District Attorney, ten thousand dollars; Public Administrator, fifty thousand dollars; Superintendent of Public Schools, five thousand dollars; each Commissioner of Public Works, twenty-five thousand dollars; Clerk of the Supervisors, ten thousand dollars; each Supervisor, five thousand dollars; each School Director, five thousand dollars; each Fire Commissioner, ten thousand dollars; each Police Commissioner, five thousand dollars; each Election Commissioner, ten thousand dollars; the Property Clerk of Police Department, ten thousand dollars; the Warrant and Bond Clerk, ten thousand dollars.

The premium or charge for all bonds is paid by the city and county.

Liability—Every officer is liable on his official bond for the acts or omissions of his deputies, assistants, clerks, and employees, appointed by him, and every official bond must contain these conditions.

OFFICERS

No Absence from the State—No officer of the city and county, except members of the Police Department, acting under orders of the Chief, shall absent himself from the state, except by permission of the Mayor and the

Board of Supervisors. Violation of this is sufficient cause for the removal of any officer violating the same.

Shall Not Be Interested in Contracts or Supplies or Property of the City—No officer or employee of the city and county shall become, directly or indirectly, interested in any contract, work or business, or in the sale of any article, the expense, price or consideration of which is payable from the treasury.

Annual Reports—Every Department, Board and Commission, except the Supervisors, must render to the Mayor within one month after the end of each fiscal year a full report of all the operations of such Department or Board or Commission for such year.

Books and Records Open to Inspection—All books and records of every office and department are open to the inspection of any citizen at any time during business hours.

DEPARTMENT OF PUBLIC WORKS

Board of Commissioners, How Appointed—The Department of Public Works is under the management of three Commissioners who constitute the Board of Public Works. They must give all their time during business hours to the duties of their office. The members of the Board are appointed by the Mayor.

Qualifications, Salary—No person is eligible for appointment unless he has been for at least five years next preceding his appointment an elector of the city and county. Each of the Commissioners receives an annual salary of four thousand dollars.

President of the Board, Term—The Presidents of the Board are elected by the members for terms to be fixed by the Board. The President of the Board holds office until his successor has been elected or until his membership on the Board expires.

Secretary of the Board—The Board appoints a Secretary who receives an annual salary of eighteen hundred dollars.

Meetings, Place and Time—The Board holds regular meetings at least once each week at a place and time fixed by resolution entered on its minutes. All meetings are public. Special meetings may be called by any member of the Board.

Records to Be Kept—The Board keeps and preserves a record of all its proceedings, and copies of all plans, specifications, reports, contracts, estimates, certificates, receipts, surveys, field notes, maps, plats, profiles, and of all papers pertaining to the transactions of the Board.

Matters Under Control of the Board—The Board of Public Works has charge of all public ways, streets, avenues, lanes, alleys, places, courts, roads, highways and boulevards; of the manner of their use; and of all work done upon, over or under the same; of all sewers, drains and cesspools, and of the work pertaining thereto; of cleaning and sprinkling of all public streets, avenues, alleys, places, courts, roads, highways and boulevards, and the lighting of the same and the lighting of the parks, squares and other public places and public buildings. The Board has charge of the cleaning of all the public buildings and of the appointment of janitors and employees as are needed for such purpose. The Board has supervision of any and all building construction in the city and county. It has charge of the construction of any and all public buildings and structures and the repair and maintenance of the same. The Board has charge of all wires and conduits, the collection and disposal of street refuse, garbage and sewage. All public utilities owned, controlled or operated by the city and county are under the charge of the Board.

City Engineer and Duties—The Board appoints a Civil Engineer of not less than five years' practical experience who is designated the City Engineer. He holds office at the pleasure of the Board. He performs all the civil engineering and surveying required in the prosecution of the public works and improvements done under the direction of the Board.

Public Work by Contract—All public work authorized by the Supervisors and done under the supervision of the Board of Public Works must be done under written contract, except in case of urgent necessity.

Advertisement for Proposals—Before awarding any contract the Board must post notice in its office for not less than five days and published for the same time, inviting sealed proposals for any work contemplated, except when the estimated cost is less than five hundred dollars and is deemed of urgent necessity by the Board.

THE BUILDING LAW ORDINANCE

No. 1008 (New Series)

Permits Required—Before a building may be constructed, altered, repaired, moved or demolished, a permit must be issued therefor by the Board of Public Works, which permit must be kept on the premises and must be exhibited on demand to any authorized representative of the Police, Fire or Health Departments, or Board of Public Works.

No sidewalk space shall be occupied without a permit from the Board of Public Works.

No portion of a public street shall be used for building purposes without a like report.

Building materials or appliances shall not occupy more than one-third of the roadway nor more than half of a sidewalk, but in no case shall be placed within four and one-half feet of the outer rail of a street railroad track.

The permit shall designate the portion of the street to be used, and the time that it may be

occupied; all material must be confined to the portion of the street described and must not be permitted to be blown or moved to any other portion of the street. There must be no obstructions in the gutter.

Fire Escapes—The following buildings must be provided with fire escapes: Every building constructed to be occupied by two or more families on the third story, not having other sufficient exits; every building four or more stories in height; every theater, hospital, tenement, apartment or lodging house, factory, mill, buildings for offices, workshops, or public entertainment above the second story, and schools more than two stories in height shall be provided with metallic fire escapes. They shall extend from the level of the ceiling of the first story to and over the roof. They must be kept in good repair and free from obstructions. Every building used as a hotel, lodging house, hospital, tenement house, apartment house or factory shall be provided with a metallic ladder of length sufficient to reach from second story to sidewalk, said ladder to be hung from third story balcony when not in use.

Protection of Pedestrians Within the Fire Limits—No building shall be erected or shall any building be covered with mastic or mortar or other coating without first laying on half the width of the sidewalk a temporary or permanent sidewalk for the use of pedestrians, also a fence at least ten feet high enclosing the sidewalk so as to protect pedestrians from brick, mortar, etc., falling from the building. Pedestrians shall have free and unobstructed passage over at least one-half of the sidewalk. No temporary sidewalk raised above or built below the official grade shall be permitted to stand for more than thirty days from the date of the permit.

Miscellaneous Provisions—No person shall place anywhere on the surface of any street

paved with asphalt, bituminous rock or brick, or any sidewalk any mortar or concrete in a moist state, nor shall the same be mixed or prepared on any such roadway or sidewalk unless in a tight-fitted box or close-fitted platform.

Buildings shall be numbered within two weeks after completion. The numbers shall be of different color from the background, shall be at least one and three-quarters of an inch in height, and must be of permanent material and securely fixed.

No person shall remove paint by burning without a permit from the Chief of the Fire Department.

PLUMBING LAW ORDINANCE

No. 165 (New Series)

A permit to engage in the plumbing business must be obtained from the Board of Health after the passage of a satisfactory examination of the applicant as to his qualifications to conduct such business, and a bond for \$500 must be filed.

SIGN ORDINANCE

No. 1009 (New Series)

Before any sign, transparency, advertisement or sign device is erected, a permit therefor shall be obtained from the Board of Public Works. Such signs include all electric signs, signs erected on roofs, signs projecting more than six inches over sidewalks and signs fastened to buildings having an area of more than 12 square feet.

DIGEST OF STREET REGULATIONS

Ordinance No. 868 requires barriers in front of premises below grade and around excavations in the public streets.

Ordinance No. 886 prohibits the piling or coping of public streets without permission of the Board of Public Works.

Ordinance No. 866 (New Series) prohibits injury to flags or decorations used in public displays.

Ordinance No. 868 (New Series) requires the replacement of sockets, posts, etc., used with parade and street displays.

Ordinance No. 901 (New Series) prohibits the removal or interference with any socket, pole, wire, rope, etc., used in connection with street parades.

Ordinance No. 2513 (New Series) prohibits the gathering of confetti from streets or throwing the same in mixed colors.

PUBLIC SCHOOLS AND LIBRARIES

Board of Education, Directors, Salary, Term—The School Department is under the control and management of a Board of Education composed of four School Directors, who are appointed by the Mayor and who give their entire time to the duties of their office. They each receive an annual salary of three thousand dollars. They must not be less than thirty years of age and must have been residents of the city and county for at least five years prior to their appointment.

President, Secretary, Salary—The Board organizes by electing one of its number President, who serves for one year and until his successor is elected. The Board may elect a Secretary who shall not be a member of the Board and who receives an annual salary of eighteen hundred dollars.

Meetings, Rules—The Board meets at least once a week. It establishes rules for its proceedings.

School Department—The School Department comprises all the public schools of the city and county including primary and grammar schools and may include evening, department, technical, cosmopolitan, high and normal schools.

Night Schools—Adults are entitled to free instruction in the evening schools; but no child under fourteen years of age can be admitted to such schools.

Superintendent of Schools—The Superintendent of Schools is elected by the people at each gubernatorial election. By virtue of his office he is a member of the Board of Education. He receives an annual salary of four thousand dollars.

Public Library and Reading Rooms—The Public Library and Reading Rooms of the city and county are under the management of a Board of twelve Trustees, one of whom must be the Mayor. None of the Trustees receive any compensation for his services.

Library Fund, Amount of Tax—For the purpose of maintaining the Library and Reading Rooms and for purchasing books, journals and periodicals, for purchasing or leasing real and personal property, and for constructing such buildings as are necessary, there is levied annually by the Supervisors a tax on all property in the city and county not exempt from taxation, which must not be less than one and one-half cents nor more than two and one-half cents upon each one hundred dollars' assessed valuation of such property.

POLICE DEPARTMENT.

Organization

Consists of—The Police Department consists of a Board of Police Commissioners, a Chief of Police, a Police Force and of such clerks and employees as are necessary.

Term of Members—All members of the Police Department hold office during good behavior, subject to promotion, suspensions, dismissals and disratements.

Qualification of Members—No person can become a member of the Department unless he is a citizen of the United States, of good

character for honesty and sobriety, able to read and write the English language and a resident of the city and county for at least five years next preceding his appointment. Every appointee to the Department must not be less than twenty-one nor more than thirty-five years of age; must possess the physical qualifications required for recruits of the United States army, and before his appointment must pass a satisfactory medical examination.

In making appointments of members of the department, the Board must never regard the political or religious preferences or affiliations of any candidate.

POLICE COMMISSIONERS.

Board of Four Police Commissioners, Appointment, Salary—The Police Department is under the management of a Board of Police Commissioners, consisting of four members, who are appointed by the Mayor, and each of whom receives an annual salary of twelve hundred dollars.

Political Affiliations, Term—The Board must be so constituted as never to consist of more than two members of the same political party. The term of office is for four years.

President, Secretary, Salary—The Police Commissioners organize by electing one of their members President, who holds office for one year. The Board appoints a Secretary, who receives an annual salary of fifteen hundred dollars. The Board meets at least once a week in the room of the Police Department.

THE CHIEF OF POLICE.

Chief of Police, Term, Salary, Powers and Duties—The Chief of Police is appointed by the Board of Police Commissioners and holds office for the term of four years. He receives an annual salary of four thousand dollars. He

has the control, management and direction of all members of the Department in the lawful exercise of his functions.

Chief Executive Officer of the Department—The Chief of Police is the chief executive officer of the Department. He is chargeable with and responsible for the execution of all laws and ordinances and the rules and regulations of the Department.

SUBORDINATE OFFICERS

Police Department, Subordinate Officers—Subordinate officers of the Police Department consist of Captains, who receive an annual salary of twenty-four hundred dollars; Lieutenants, who receive an annual salary of one thousand nine hundred and twenty dollars; Sergeants, who receive an annual salary of one thousand six hundred and eighty dollars; and Corporals, who receive an annual salary of one thousand five hundred and sixty dollars.

Captain's Duties—There is a Captain for each hundred police officers. The duties of Captains are defined by the rules and regulations of the Commissioners and by the orders of the Chief of Police.

Lieutenant's Duties—There is one Lieutenant for every police officer. Their duties are defined by the rules and regulations of the Commissioners, by the orders of the Chief of Police and by the orders of their respective Captains.

Sergeant's Duties—There are as many Sergeants as in the judgment of the Commissioners may be advisable. Their duties are defined by the rules and regulations of the Commissioners, the orders of the Chief of Police, and the orders of their respective Captains and Lieutenants.

Corporal's Duties—There are as many Corporals as in the judgment of the Commissioners may be advisable. The duties of the Corporals

are defined by the rules and regulations of the Commissioners, the orders of the Chief of Police and the orders of their respective Captains, Lieutenants and Sergeants.

Detective Captains—The Chief of Police may detail for detective duties such members of the Department as he may select, not to exceed twenty-five. He designates a Captain of Police, to act as Captain over the officers so detailed, who receives an annual salary of three thousand dollars. They rank as Captains of Detectives. The members so detailed are known and ranked as Detective Sergeants, each of whom receives an annual salary of eighteen hundred dollars.

POLICE OFFICERS

Police Force; Number and Salaries—The Police force of the city and county must not exceed one Police Officer for each five hundred inhabitants. Police Officers receive an annual salary of one thousand four hundred and sixty-four dollars.

Ex-Officio Health Officers—Police Officers are health officers by virtue of their office.

POLICE RELIEF AND PENSION FUND

Qualifications Requisite to Pensioners, Monthly Pension—The Board of Police Commissioners may, by a unanimous vote, retire and relieve from service any aged, infirm or disabled member of the Department who has arrived at the age of sixty-five years, and who, upon an examination by two regularly certified practicing physicians appointed by the Commissioners for that purpose, may be ascertained to be by reason of such age, infirmity or other disability, unfit for the performance of his duties. Such retired member receives from the Police Relief and Pension Fund a monthly pension equal to one-half of the amount of the salary attached to the rank held by him three years prior to the date of his retirement.

Physical Disabilities, Annual Pension—Any member of the Department who becomes physically disabled by reason of any bodily injury received in the performance of his duties, may be retired from the Department upon an annual pension equal to one-half the amount of salary attached to the rank which he may have held three years prior to the date of such retirement, to be paid to him during his life and to cease at his death.

Family of Member Killed in Service; Monthly Pension to Widow, Children and Parents—The Commissioners, out of the Police Relief and Pension Fund, provide as follows for the family of any officer, member or employee of the Department who may be killed or injured while in the performance of his duty, and who shall have died within one year from the date of such injury.

First: Should the decedent be married, his widow shall as long as she may remain unmarried, be paid a monthly pension equal to one-half of the salary attached to the rank held by the decedent at the time of his death.

Second: Should the decedent leave no widow, but leave an orphan child or children under the age of sixteen years, such children shall collectively receive a pension equal to one-half of the salary attached to the position held by their father at the time of his death until the youngest attains the age of sixteen years.

Third: Should the decedent leave no widow and no orphan child or children, but leave a parent or parents depending solely upon him for support, such parents shall collectively receive a pension equal to one-half the salary attached to the position held by the decedent at the time of his death.

Death After Ten Years' Service—When any member of the Department shall, after ten years' service, die from natural causes, then

street car which is taking on or discharging passengers and when this distance cannot be maintained, vehicles must stop until the car has started.

Stand Auto Twenty Feet From Crossing—Section 19—It is unlawful to stand a vehicle upon any street upon which there are street railway tracks within twenty feet of an intersecting street.

Must Not Stop Close to Fire Hydrants—Section 20—It is unlawful to leave standing any vehicle within twenty feet of a fire hydrant unless such vehicle is in charge of a person capable of moving the same.

Parking of Automobiles—Section 21—Between the hours of 10 a. m. and 12 m. and 1:30 and 6 p. m. of any day except Sunday and legal holidays, it is unlawful to stand any vehicle for more than forty minutes on any of the following streets:

Market Street from Montgomery to Sixth and Taylor Streets.

Kearny Street from Market to Sutter.

O'Farrell Street from Grant Avenue to Powell.

Geary Street from Kearny to Mason.

Geary street from Kearny to Mason.

Post Street from Montgomery to Powell.

Sutter Street from Kearny to Stockton.

Grant Avenue from Market to Sutter.

Powell Street from Market to Post.

Ellis Street from Stockton to Powell.

Eddy Street from Powell to Mason.

Savings Union Place from northerly termination to O'Farrell.

East side New Montgomery Street from Market to Mission.

Section 21a—It is unlawful to stand any vehicle on the south side of Manila Street from Kearny to Grant Avenue or on the north side of Manila Street from Grant Avenue to Stockton.

Washing Vehicles on Street—Section 23—It is unlawful to wash any vehicle on streets between 8 a. m. and 10 p. m. in district east of Divisadero and Castro Streets and north of Twenty-sixth Street.

Driving on Outside Rail of Car Tracks—Section 24—It is unlawful to drive on the outside rail of a street railway.

Repairing Vehicles on Streets—Section 25—It is unlawful to construct or repair any vehicle on the streets except in case of accident.

Freight Wagons on Heavily Traveled Streets—Section 30—Regulates time in which heavy traffic may be moved in heavily traveled streets.

Carrying Loads Over 15,000 Pounds—Section 32—No load shall exceed 15,000 pounds unless in a single article.

Width of Tires—Section 33—Widths of tires are prescribed as follows: For loads between 4,000 and 7,000 pounds, 3 inches; between 7,000 and 10,000 pounds, 4 inches.

Backing of Vehicles—Section 35—Prohibits the backing of any vehicle so as to interfere with or interrupt passage of another vehicle or street car.

Rates of Speed on Heavily Traveled Streets—Section 37—Where the territory contiguous to any public highway is built up, it is unlawful to drive faster than twenty miles an hour. In the business district, not over fifteen miles is allowed. When crossing intersections, bridges, dams, trestle, causeway or viaduct, or in going around corners or a curve in a street or highway, driver must not exceed ten miles per hour.

Rate of Speed in Tunnels—Section 38—Speed in tunnels shall not exceed ten miles per hour. This does not apply to fire apparatus.

Throwing Nails, Tacks, Etc., on Street—Section 40—It is unlawful to throw or place

on the street nails, tacks, scrap iron, glass, crockery or other things liable to injure tires.

Gongs, Bells or Horns on Automobiles—Section 41—All motor vehicles are required to carry a bell or horn to give warning to pedestrians or other vehicles.

Use of Sirens Prohibited—Section 42—It is unlawful for motor vehicles to use any instrument to give warning that produces an unusually loud or distressing noise.

Standing on Streets of More Than Five Per Cent Grade—Section 43—It is unlawful to leave a motor vehicle on a street grade of over five per cent unless wheels are thrown in or against the curb so as to prevent same from running down grade.

Section 44—Prohibits "coasting" or "scorching" by bicycles.

Section 45—Prohibits breaking of animals on streets.

Intoxicated Persons Driving—Section 46—Intoxicated persons are prohibited from driving or operating any vehicle.

Driving Across Newly Made Pavements—Section 47—It is unlawful to drive across newly made pavements.

Section 48—Prohibits leaving animals on the street without bit or bridle.

Section 49—Prohibits leaving unsecured animals on the streets.

Section 50—Prohibits hitching animals to trees.

Section 51—Prohibits hitching animals to lamp posts.

Section 52—Prohibits feeding animals, unhitched, on street.

Section 53—Prohibits feeding animals on street, unless nose bags are used.

Obstructing Cars —Section 54 — Prohibits driving in a manner so as to obstruct or delay street cars.

Emission of Smoke, Etc., From Vehicles—Section 55—Prohibits the operation of motor vehicles so as to emit a visible or unduly great quantity of steam or smoke.

“Mufflers” on Automobiles—Section 56—Auto vehicles must be provided with mufflers.

Loud Noises from “Mufflers”—Section 57—Prohibits exhaust from auto vehicles in a loud or annoying manner.

Machinery in Motion on Automobiles Set at Standstill—Section 58—It is unlawful to leave an auto vehicle unattended on the street with motor running.

Crossing Over Sidewalks—Section 59—Before crossing any sidewalk, the driver must carefully observe if another vehicle in the rear within 30 feet is traveling in the same direction. If so, he must come to a full stop and signal his intention to do so. He must then approach the curb carefully, and crossing sidewalks is made by turning to the right in all cases.

Driving along Tracks to Delay Cars—Section 60—Prohibits driving along or across street railway tracks so as to hinder street cars.

Catching on Moving Vehicles—Section 61—Prohibits any person from catching on or to attach himself to any moving vehicle without consent of operator.

Traveling in the Wake of Other Vehicles—Section 62—Vehicles must not follow behind another so closely as to endanger life or limb.

Lights on Automobiles—Section 63—Provides that automobiles shall have two lamps showing white lights in front and one showing red light attached to the rear. Lamps must be lighted one-half hour after sunset until one-half hour before sunrise.

Lights on Bicycles, Etc.—Section 64—Requires bicycles, etc., to show one light in front between same hours as in Section 63.

Light to Be Dimmed—Section 65—The front lights of every vehicle must be permanently dimmed so as to prevent any glare, and the rays shall be so directed that the center rays shall strike the ground at a distance not greater than 75 feet from the front of the vehicle.

Permits for Drivers—Section 67—All persons operating motor vehicles for hire must obtain a permit from the Police Commission.

Registration of Automobiles—Section 67½—All patrolmen must record all violations of this ordinance, and when it appears that any driver habitually drives in violation of the traffic laws, he must appear before the Chief of Police for inquiry and warning.

Driving Automobiles on Sidewalks—Section 68—Prohibits vehicles on sidewalks or to stand on the street so as to obstruct traffic.

Drawing of Gasoline from Automobiles—Section 69—Prohibits drawing any oil from any motor vehicle on a public street.

Drip Pans for Automobiles Required—Section 70—Requires drip pans for autos to prevent leakage on the street.

Deposit of Oil on Pavements—Section 71—Prohibits the deposit of gasoline, kerosene, etc., on any street paved with bitumen.

Disturbance of Processions—Section 72—Prohibits the disturbance of any lawful procession; no procession or parade shall take place without permit from the Chief of Police. Funeral processions and military parades are exempted from the provisions of this section.

Driving over Drawbridges—Section 73—Prohibits any vehicle from crossing a drawbridge faster than a walk.

Section 74—Prohibits opening of drawbridge between certain hours.

Section 75—Permits employees only on drawbridges when they are open.

Speed Rate on Eighteenth Street Bridge—Section 76—Prohibits travel over the Eighteenth Street bridge at a speed exceeding four miles per hour.

Sections 77 and 78—Regulate operation of street cars over drawbridges.

Section 79—Street cars must be provided with a bell or gong that may be heard at least 100 feet distant.

Section 80—Regulates ringing of bells on street cars.

Police Signals to Regulate Traffic—Section 81—The Chief of Police shall detail a sufficient number of police officers to control and regulate traffic, and any police officer so detailed shall direct the traffic as provided in the ordinance.

Penalty for Violating Traffic Law—Section 83—A fine of not less than five dollars, and for each succeeding conviction such fine shall be at least five dollars more than the fine last imposed. No fine shall exceed one hundred dollars or by imprisonment in the County Jail for a period not exceeding fifty days, or by both such fine and imprisonment.

FIRE DEPARTMENT

ORGANIZATION AND POWERS

Board of Four Commissioners, Appointed by Mayor; Salary—The Fire Department is under the management of a Board of Fire Commissioners, consisting of four members, who are appointed by the Mayor, and each of whom receives an annual salary of twelve hundred dollars.

Political Affiliations, Term—The Board is so constituted as never to consist of more than two members of the same political party. The term of office is for four years.

Organization, President, Secretary, Salary, Meetings—The Commissioners organize by

electing one of their members President, who holds office for one year. The Board may appoint a Secretary, who performs such duties as the Board may prescribe. He receives an annual salary of twenty-four hundred dollars. The Board meets at least once a week.

THE CHIEF ENGINEER

Duties of Chief Engineer—The Board of Fire Commissioners appoint a Chief Engineer. He is the chief executive officer of the Fire Department and it is his duty and that of the Assistant Chief Engineer and of the Battalion Chiefs to see that all laws, orders, rules and regulations in force in the city or county or made by the Commissioners concerning the Fire Department, are enforced.

Chief's Operators—The Chief Engineer may detail for duty as Chief's Operators such members of the Department as he may select, not to exceed one such Operator for each Chief, Assistant Chief and Battalion Chief, each of whom receives an annual salary of fifteen hundred dollars.

FIRE COMPANIES

Fire Companies, of Whom Composed—Each Steam Fire Engine Company is composed of not more than one Captain, one Lieutenant, one Engineer, one Driver, one Stoker and six Hosemen.

Each Hook and Ladder Company is composed of not more than one Captain, one Lieutenant, one Driver, one Tillerman and eight Truckmen.

Each Chemical Engine Company is composed of not more than one Captain, one Lieutenant, one Driver and one Hoseman.

Each Water Tower Company is composed of not more than one Captain, one Lieutenant, one Driver and one Hoseman.

Each Fire Boat Company is composed of

not more than one Captain, one Lieutenant, two Pilots, two Engineers, three Firemen, and twelve Hosemen.

FIRE MARSHAL

Marshal and Assistant—The Board of Fire Commissioners name a Fire Marshal and Assistant Fire Marshal. The salaries of the Fire Marshal and his assistants are fixed and paid by the corporation known as the Underwriters' Fire Patrol of San Francisco.

Powers and Duties—The Fire Marshal is charged with the enforcement of all laws and ordinances relating to the storage, sale and use of oils, combustible materials and explosives, together with the investigation of the cause of all fires.

FIRE WARDEN

Wardens, Safety of Buildings—The Chief Engineer, Assistant Chief Engineers, Battalion Chiefs and the Fire Marshal constitute a Board of Fire Wardens, with power to inspect and report to the Board of Public Works as to the safety of buildings and other structures within the city and county.

FIREMEN'S RELIEF FUND

Retirement, Pensions—Any member of the Fire Department who shall have served as an active member for twenty-five years continuously or who shall have reached the age of sixty-five years, and who has served as an active member for twenty years continuously, may, upon application, be relieved from service. The Commissioners also may, by unanimous vote, retire any aged, disabled or infirm member of the Department, who has arrived at the age of sixty years and has served continuously for twenty years and who upon examination of two regularly certified physicians, appointed by the Commissioners, may be ascertained to be by reason of such age, infirmity or other

disability, unfit for the performance of his duty. Such officer or member receives from the Firemen's Relief Fund a monthly pension equal to one-half the amount of salary attached to the rank held by him for three years prior to the date of his retirement.

Physical Disabilities, Annual Pension, Family of Member Killed, Pension to Widow, Children and Parents—These rules of the Pension Fund are similar to the Police Relief and Pension Fund, which may be consulted, and the word "Firemen" substituted for "Police."

SALARIES AND VACATIONS

Fire Department, Salaries—The officers and members receive annual salaries as follows: Chief Engineer, five thousand dollars; First Assistant Chief Engineer, thirty-six hundred dollars; Second Assistant Chief Engineer, three thousand dollars; Battalion Chiefs, each, twenty-seven hundred dollars; Superintendent of Engines, twenty-seven hundred dollars; the Clerk and Commissary of the Corporation Yards, eighteen hundred dollars; Captains, each, eighteen hundred and sixty dollars; Lieutenants, each, seventeen hundred and ten dollars; Engineers, each, sixteen hundred and eighty dollars; Drivers, Stokers, Tillermen, Truckmen and Hosemen, for the first year of service, each, twelve hundred dollars; for the second year of service, each, thirteen hundred and twenty dollars, and for the third year of service and thereafter, each, fourteen hundred and forty dollars; Hydrantmen, each, twelve hundred dollars; Superintendent of Horses, eighteen hundred and sixty dollars; Draymen, each, twelve hundred dollars; Watchmen, each, twelve hundred dollars; Hostlers, each, twelve hundred dollars; Pilots of Fire Boats, each, twenty-one hundred dollars; Engineers of Fire Boats, each, twenty-one hundred dollars; Firemen of Fire Boats, each, twelve hundred dollars.

Vacations—Each officer and member of the Fire Department is allowed, during each year of his service, a vacation of not less than fifteen days' duration, and also leave of absence of not less than twenty-four hours' duration, not less than once in each week. Vacations and leaves of absence are without loss of pay.

DIGEST OF FIRE ORDINANCES

Ordinance No. 1144—It is unlawful to stand or sit in any aisle during a performance.

Ordinance No. 862—It is unlawful to obstruct any exit, aisle or passageway in any theater or place of public assemblage.

Ordinance No. 952 (New Series)—Requires signs and red lights to show the location of fire escapes in hotels, lodging houses, etc.

Ordinance No. 1021—It is unlawful to place in any roadway any lumber, rock or sand within 15 feet of a hydrant.

Ordinance No. 527 (New Series)—It is unlawful to light any bonfire on any street paved with asphalt or basalt blocks or in any other place unless with the permission of the Mayor.

Ordinance No. 1025—It is the duty of police officers at time of any fire to place ropes or lines across the street in which a burning building is situated, and no person shall be permitted to pass such lines except owners or occupants or employees of buildings endangered, members of the Police and Fire Departments and persons having a badge and permits from the Police Commissioners, or to remain within such lines when ordered out.

Ordinance No. 1032—The owner of premises destroyed by fire must remove debris within twenty-four hours after being notified so to do by the Chief of the Fire Department.

Ordinance No. 974 (New Series)—In stables it is unlawful to obstruct the aisles, and a clear entrance eight feet wide must be kept from entrance to stalls.

who have the privilege of teaching students in their hospital ward. Any student who is actively engaged in the study of medicine may have the benefit of clinical instruction in any of the hospital wards.

Internes to City Hospital—The Board appoints such undergraduates to the City and County Hospital as it deems necessary. They are appointed after a competitive examination in any or all branches of medicine and surgery. They receive board and lodging free for their services.

DIGEST OF SANITARY ORDINANCES

Ordinance No. 907 (New Series)—It is the duty of every physician in charge of any hospital to report to the Chief of Police all cases of persons suffering from wounds or injuries not self-inflicted; also a similar report must be made by any physician.

Ordinance No. 731 (New Series)—One cow may be kept on any lot, but each two cows shall have at least one acre of ground.

Ordinance No. 1410—It is unlawful to keep swine within the city.

Ordinance No. 1029—It is unlawful to transport manure or stable refuse in any vehicle without a permit of the Board of Health; or to transport it so it falls upon the street, or to deposit it anywhere without a permit from the Board of Health.

Ordinance No. 65—All vehicles used to transport garbage, ashes or refuse must be licensed, watertight and covered.

Ordinance No. 357 (New Series)—All garbage must be kept in watertight metal receptacles with close-fitting cover. Contractors in erecting buildings must provide a garbage can and workmen must put unconsumed food therein and must not throw it about the premises.

Ordinance No. 50—Garbage from fish markets must be removed daily between 5 and 8 o'clock a. m.

Order No. 12 (Second Series)—No garbage or dirt must be dumped on the waterfront or in the bay or from any wharf.

Ordinance No. 138 (Cellar Ordinance)—It is unlawful to permit any basement to be used as a sleeping apartment, when one-half of its height is below the street level, or is damp, or contains gas or offensive odors, or where there is insufficient ventilation.

Ordinance No. 162—Water cress grown within 1,000 feet of a sewer cannot be sold.

Ordinance No. 384 (New Series)—Regulates the keeping of rabbits, guinea pigs, chickens, turkeys, ducks, pigeons.

Ordinance No. 857 (New Series)—The sale or distribution of ground squirrels is prohibited.

Ordinance No. 637—It is unlawful to leave any samples of medicine on doorsteps or premises, or deliver same to any child under 14 years of age.

Ordinance No. 642—It is unlawful to turn off the gas supply at the meter in any lodging house, hotel, etc.

Ordinance No. 797—It is unlawful to transport any carcass of any animal to be used for food in any public street unless it is covered and protected from dust and not exposed to view.

Ordinance No. 1031—Receptacles for beverages must not be made of brass, lead, copper or metallic substances liable to form injurious chemical compounds.

Ordinance No. 1022—It is unlawful to run into any reservoir, water pipe, or stream, or any bank thereof, any substance that will pollute the water supply.

Notice of Examinations—Notice of the time, place and general scope of every examination must be given by the Commissioners by publication for two weeks preceding such examination, in the official newspaper.

Promotion, Basis of—The Commissioners provide for promotion in the classified service on the basis of ascertained merit and standing upon examination and shall provide, wherever practicable, that vacancies shall be filled by promotion.

Dismissals for Cause Only—Trials and Suspensions—No person employed in the classified civil service can be removed or discharged except for cause, upon written charges, and after an opportunity to be heard in his own defense.

No Aid, Hindrance, Fraud or Collusion Permitted—No person or officer shall by himself or in co-operation with other persons defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, or aid in so doing; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person being appointed, employed or promoted.

PARK COMMISSIONERS

Park Commissioners, Jurisdiction of—All the parks and squares and all the grounds surrounding public buildings in the city and county are under the exclusive management of the Park Commissioners, except that children's playgrounds and recreation centers outside of Golden Gate Park are, to the extent of their use as playgrounds, under the exclusive management and control of the Playground Commissioners.

Five Commissioners, Appointment, Term—The Commissioners are five in number, one of

whom must be an artist. They are appointed by the Mayor for a term of four years and receive no compensation for their services.

Park Ordinances—The Commissioners adopt ordinances for the regulation, use and government of the aforesaid parks, squares, avenues and grounds. Any person violating any of these ordinances is guilty of a misdemeanor.

Full Control of Parks and Squares—The Commissioners have the complete and exclusive control, management and direction of the parks, squares, avenues and grounds, and the exclusive right to erect and to superintend the erection of buildings and structures thereon. They have the exclusive management and disbursement of all funds legally appropriated or received from any source for the support of the parks, squares, avenues and grounds.

Works of Art Must Be Approved by Commissioners; Commissioners to Pass upon Public Structures, Monuments—No work of art can become the property of the city and county by purchase, gift or otherwise, unless such work of art or design, together with a statement of the proposed location of the work of art is first submitted to and approved by the Commissioners. Nor can any work of art, until so approved, be erected or placed in or upon or allowed to extend over or upon any street, avenue, square, park, municipal building or other public place belonging to the city and county.

PLAYGROUND COMMISSIONERS

Children's Playgrounds, Management of—All children's playgrounds and all public recreation centers, other than those located in Golden Gate Park, are under the management and control of a Board of Commissioners, consisting of men and women, who are known as the Playground Commissioners.

Commissioners—The Commissioners are seven in number, five of whom are appointed

by the Mayor for the term of four years. Three of the members appointed by the Mayor are men and two of them are women.

DIGEST OF THE RATES OF FARE ORDINANCE No. 1898 (New Series)

Section 1 defines public vehicles.

Section 2 establishes public vehicle stands as follows:

A. Around Portsmouth and Washington Squares, and the south and east sides of Union Square, United States Postoffice, the United States Mint and other public squares or grounds as may be designated by the Mayor from time to time, but not in front of the gates thereof during the time such gates are open, or on the street crosswalks or in double lines.

B. At the ferries.

C. Steamboat landings.

D. Railway depots.

Section 3—On streets not included in the above, no public vehicle shall stand without permit of the Mayor and consent of owner or occupant of ground floor of building fronting proposed stand. Not more than eight permits to be granted on a block. No stand nearer than twenty feet to a crossing, and vehicle must stand within one foot of curb.

Section 5 defines the hotel district and prescribes special rates for continuous trips between hotels or other points within the district and The Embarcadero or railroad depots: For exclusive use of taxicab, automobile or hack containing four passengers or less, \$1.00, including 75 pounds of baggage; for each trunk, 50 cents; for each additional passenger, 25 cents.

Section 6—Sightseeing cars shall not stand on streets except between 9 and 10:30 a. m., 12:30 to 2:00 p. m., and 7 to 8 p. m.

Section 8 fixes charges for automobiles. Every automobile occupying public space and

offered for hire is authorized to charge a maximum rate as follows: Those of four-passenger capacity, for first half hour or fraction, \$2.00; each subsequent hour, \$3.50; those of six-passenger capacity, first half hour or fraction, \$2.50; each subsequent hour, \$4.50.

Section 9 fixes charges for taxicabs as follows:

Tariff No. 1 (one or two passengers)

First three-fifths mile or fraction thereof...\$0.60
Each one-fifth of a mile thereafter..... .10
Each three minutes of waiting..... .10

Tariff No. 2 (three or four passengers)

First one-half mile or fraction thereof....\$0.60
Each one-sixth mile thereafter..... .10
Each three minutes of waiting..... .10
For each additional passenger over four persons, for the entire journey..... .50

The hour rate of all taxicabs shall be \$2.00 for the first half hour or fraction; each subsequent hour, \$3.50.

Section 11—Sightseeing cars shall not charge more than \$1.00 per passenger per trip.

Section 12—In case of disagreement between passenger and driver as to legal fare, the driver shall proceed to the nearest police station, where the officer in charge shall decide the case, and in case of decision in favor of the passenger, he shall be carried to his original destination without additional charge. If the passenger is about to leave the city, the officer on duty at the wharf or depot shall decide the case.

Section 13 makes it unlawful to demand or receive any amount in excess of the legal fare.

Section 15 makes it unlawful for any person to refuse to pay the legal fare.

Section 16 makes it unlawful to solicit patronage on streets and public places.

Section 17—Drivers shall deliver all property left in vehicles to police station within twenty-four hours.

Section 18—Driver may charge 50 cents for each trunk and 20 cents for each large valise carried outside; passenger may convey inside any small valise or package, driver to load and unload baggage without charge.

Section 19. When hired by the hour, driver shall furnish passenger a card showing name and address of owner, name of driver, number of license and exact time.

SCHEDULE OF TAX DATES AND LEGAL REQUIREMENTS

All personal property tax and one-half of realty tax become due October 21, 1918.

Fifteen per cent penalty is added thereto if unpaid December 2, 1918, at 6 p. m., and five per cent additional will be added if unpaid April 28, 1919, at 6 p. m.

The remaining one-half of realty tax is due January 6, 1919.

Five per cent penalty is added thereto if unpaid April 28, 1919, at 6 p. m., and 50 cents additional for costs on delinquency.

Both installments may be paid when first payment is made, if so desired.

Unsecured personal property taxes become due and payable on demand to the County Assessor on the first Monday in March of each year.

Taxes become a lien on all taxable property at noon on the first Monday in March of each year.

Taxes are levied on both real and personal property as it exists on the first Monday in March. Subsequent removal or change of ownership does not relieve the lien against real estate of the tax on personal property, and the Tax Collector cannot accept money for real property taxes unless the personal property tax indicated on the tax bill has been paid or is tendered.

Taxpayers must file statement with County Assessor of all taxable property, real and personal, owned by them, in their possession or

under their control on the first Monday in March of each year. This statement should be filed on that date or as soon thereafter as possible and before the last day of May.

Church officers and veterans must file an affidavit, in addition to the statement, at the same time or prior to July 1st of each year, in order to avail themselves of the law giving them exemption from taxation.

Exemptions—This veteran's exemption shall not apply to any person named herein owning property to the value of \$5,000 or more. Property to the amount of \$1,000, of every resident in this State who has served in the Army, Navy, Marine Corps, or Revenue Marine Service of the United States in time of war, and received an honorable discharge therefrom, or the widow, widowed mother, pensioned widow, father and mother of such resident, shall be exempt.

Property Descriptions — Property assessments cannot be located on the assessment roll by house or street number. It is, therefore, necessary for the taxpayer to give a full legal description of the same as it appears in the deed, certificate of title or previous county tax bill, preferably the latter.

Municipal Taxes—If property lies within the limits of an incorporated city, the municipal taxes are payable to the Tax Collector of such city unless the tax bill bears stamp stating that such municipal taxes are included.

Before remitting, carefully examine all tax bills and see that all property upon which you desire to pay taxes is listed and properly described.

Checks, money orders, drafts, etc., are accepted provided your remittance is payable in San Francisco and received in the Tax Collector's office prior to the date set below for each collection:

First installment, November 25, 1918.

Second installment, April 21, 1919.

Redemption Rates—Interest at 7 per cent per annum from date of sale to date of redemption on tax sale and all delinquencies. No interest or penalties on Tax Collector's penalties or costs. Penalty is fixed on taxes only.

Ten per cent penalty for first six months to January 1st.

Twenty per cent penalty for second six months to July 1st.

Thirty per cent penalty for second year to July 1st.

Forty per cent penalty for third year to July 1st.

Forty-five per cent penalty for fourth year to July 1st.

Fifty per cent penalty for fifth year to July 1st.

The delinquent tax list is published on or about the fifth day of June of each year, in the daily official paper. Such publication states the date when the delinquent properties will be sold to the State for the non-payment of taxes (about July 1st) and the amount due.

Property Sold to Individuals for Non-Payment of Taxes after Five Years—The above publication will also contain an addenda list of properties upon which any portion of the taxes for a period of five years have been delinquent and which will be sold at public auction, and the date of such sale (on or about July 1st of each year), unless the taxes, penalties and costs are paid prior to said time, the place of sale, and the least amount that may be accepted as a bid therefor.

The Purchase of Property at Tax Sales—A purchaser of property at a tax sale is required, in addition to the sum paid as purchase price at said sale, to pay into the County Treasury, within thirty days, through the County Auditor, a sum sufficient to redeem said property from all delinquent taxes standing against said property. In case of failure to make such redemption, no deed will issue.

Other Properties May Be Sold—All Properties which have been deeded to the State for delinquent taxes may be sold by the County Tax Collector at any time when applied for and upon authorization of the State Controller.

Licensing and Registering the Carrying on of Certain Professions, Trades, Callings and Occupations—It is unlawful to commence or carry on any trade, calling, profession or occupation, specified in the following, without first having procured a license from the city to do so.

FEES CHARGED FOR LICENSES ISSUED

Advertising, Street Car or Sign Painting—\$10 per quarter.

Amusements, Animal or Bird Show—\$6.00 per quarter.

Apartment Houses and Hotels—Gross receipts not exceeding \$5,000 per quarter, \$3.00 per quarter; for every additional \$3,000 gross receipts per quarter, \$2.00 per quarter.

Assayers—Gross commissions and percentage exceeding \$2,000 per month, \$50.00 per quarter; gross receipts less than \$2,000 per month, \$5.00 per quarter.

Auctioneers—Sales exceeding \$2,000,000 per year, annual license, \$400.00; sales exceeding \$1,000,000 and less than \$2,000,000, annual license \$300.00; sales exceeding \$500,000 and less than \$1,000,000, annual license, \$200.00; sales less than \$500,000 per year, annual license, \$100.00.

Ball or Ring Throwing Game—\$5.00 per quarter.

Baseball—Where an admission fee is charged, \$75.00 per quarter.

Bath Houses—Gross receipts exceeding \$2,000 a quarter, \$20.00 per quarter; gross receipts exceeding \$500.00 and less than \$2,000 a

quarter, \$10.00 per quarter; gross receipts less than \$500 per quarter, \$3.00 per quarter.

Billiard Tables—\$4.00 per quarter for each table.

Bowling Alleys—\$5.00 per quarter per alley.

Brokers, Custom House—Receipts less than \$250.00 per month, \$5.00 per quarter; receipts not more than \$500.00 and not less than \$250.00 per month, \$10.00 per quarter; receipts exceeding \$500.00 per month, \$20.00 per quarter.

Brokers, Merchandise—Business amounting to \$250,000 or more per quarter, \$100.00 per quarter; business from \$200,000 to \$250,000, \$80.00 per quarter; business from \$100,000 to \$200,000 per quarter, \$40.00 per quarter; business from \$50,000 to \$100,000, \$25.00 per quarter; business from \$20,000 to \$50,000 per quarter, \$15.00 per quarter; business under \$20,000 per quarter, \$5.00 per quarter.

Brokers, Stock—Gross profits less than \$500 per quarter, \$6.00 per quarter; gross profits from \$500 to \$1,200, \$11.00 per quarter; gross profits from \$1,250 to \$2,500, \$16.00 per quarter; gross profits exceeding \$2,500 per quarter, \$26.00 per quarter.

Carpets, Beating—\$10.00 per quarter.

Cars, Dirt and Freight—\$10.00 annually for each car.

Cars, Passenger—\$15.00 annually for each car.

Circus—\$100 per day; side shows, \$5.00 additional.

Concealed Weapons—\$3.00 per annum.

Cycloramas and Other Amusements, Roller Skating Rinks—\$5.00 per day or \$20.00 per quarter.

Revolving Wheel, Chute, Toboggan Slide—Where a fee is charged, receipts exceeding \$1,500 per quarter, \$50.00 per quarter; receipts less than \$1,500 per quarter, \$20.00 per quarter.

Merry-Go-Round—\$10.00 per quarter.

Museum, Panorama or Phonograph Parlor—\$25.00 per quarter.

Electrical Fixture Man—\$100 per annum.

Employment Office—\$16.00 per quarter.

Guides—\$10.00 per quarter.

House Raising or Moving—\$25.00 per quarter.

Junk Dealers—Sales exceeding \$10,000 per quarter, \$6.00 per quarter; sales from \$5,000 to \$10,000 per quarter, \$3.00 per quarter; sales less than \$5,000 per quarter, \$1.00 per quarter.

Laundries, Dyeing and Cleaning—Employing less than 12 persons, \$6.00 per quarter; employing more than 12 persons, \$10.00 per quarter.

Laundry Office—\$25.00 per quarter.

Livery Stables—\$4.00 per quarter.

Masked Balls—\$15.00 for each entertainment.

Master Electricians—\$10.00 per annum.

Itinerant Vendors, who occupy a building, \$50.00 per day.

Outdoor Park—\$200.00 per annum.

Pawnbrokers—\$31.00 per quarter.

Public Passenger Vehicles—For each motor car, seating capacity not more than three, \$1.50 per annum; seating capacity not more than five, \$2.50 per annum; seating capacity for more than six persons, \$5.00 per annum.

Patent Chimney Contractors—\$125.00 per annum or 50 cents inspection fee for each flue installed in buildings.

Peddlers, General—\$6.00 per quarter.

Regulator, Gas—\$10.00 per quarter.

Riding Academies—Gross receipts not exceeding \$500.00 per month, \$2.00 per quarter; gross receipts exceeding \$500.00 per month, \$4.00 per quarter.

Runners and Soliciting Agents—\$10.00 per quarter.

Scavenger Wagons—One-horse cart, \$1.50 per annum; more than one horse, \$2.50 per annum.

Second Hand Goods—Sales exceeding \$10,000 per quarter, \$4.00 per quarter; \$5,000 to \$10,000, \$2.00 per quarter; less than \$5,000 per quarter, \$1.00 per quarter.

Shooting Galleries—For profit, \$7.50 per quarter; not for profit, \$10.00 per year.

Storage of Petroleum—\$10.00 per quarter.

Theaters—Seating capacity 970 persons or more, \$301.00 per annum or \$100.00 per quarter, or \$51.00 per month; seating capacity less than 970 persons, \$201.00 per annum, or \$76.00 per quarter, or \$41.00 per month.

Ticket Peddler—\$300.00 per month.

Towel Companies—\$6.00 per quarter.

Transfer and Draying Companies—\$5.00 per quarter.

Trucks and Wagons—One ton to two tons capacity, \$5.00 per annum; exceeding two tons, \$10.00 per annum; less than one ton, \$2.50 per annum; one-horse vehicle, \$1.50 per annum.

Warehouses—Gross receipts not less than \$2,000 per month, \$30.00 per quarter; \$1,500 to \$2,000, \$20.00 per quarter; \$750 to \$1,500, \$15.00 per quarter; less than \$750, \$10.00 per quarter.

Water Filter Companies—\$20.00 per quarter.

Water Companies—Gross receipts exceeding \$500,000 per quarter, \$251.00 per quarter; less than \$500,000 per quarter, \$2.00 per quarter.

Dogs—\$1.50 per annum for each dog.

Slot Machines—\$2.00 per annum for each machine.

Real Estate Agents—Commissions exceeding \$10,000, \$25.00 per quarter; \$5,000 to \$10,000 per quarter, \$15.00 per quarter; less than \$5,000 per quarter, \$5.00 per quarter.

PUBLIC UTILITIES

ELECTRIC LIGHT, HEAT AND POWER SERVICE

Rates—Based on the monthly consumption per meter. 7 cents per kilowatt-hour for the first 50 kilowatt-hours; 6 cents per kilowatt-hour for the next 50 kilowatt-hours; 5.5 cents per kilowatt-hour for the next 100 kilowatt-hours; 5 cents per kilowatt-hour for the next 100 kilowatt-hours; 4 cents per kilowatt-hour for the next 200 kilowatt-hours; 3.5 cents per kilowatt-hour for all over 500 kilowatt-hours.

Minimum Monthly Charge per Meter—The charge of 75 cents for the first 11 kilowatt-hours or less shall be made to all consumers whose bill for electric current furnished during a month does not exceed 75 cents.

COMMERCIAL LIGHT AND POWER SERVICE

Rate—3 cents per kilowatt-hour for the first 500 kilowatt-hours per month; 2.75 cents per kilowatt-hour for the next 1,000 kilowatt-hours per month; 2.5 cents per kilowatt-hour for the next 1,500 kilowatt-hours per month; 2.25 cents per kilowatt-hour for all over 3,000 kilowatt-hours per month.

GAS

On the basis of monthly consumption of gas per meter.

Base Rate—85 cents per 1,000 cubic feet for the first 10,000 cubic feet; 80 cents per 1,000 cubic feet for the next 20,000 cubic feet; 75 cents per 1,000 cubic feet for the next 40,000 cubic feet; 70 cents per 1,000 cubic feet for the next 80,000 cubic feet; 65 cents per 1,000 cubic feet for the next 150,000 cubic feet; 60 cents per 1,000 cubic feet for all over 300,000 cubic feet.

Minimum—Minimum monthly charge for domestic service for flats and apartments where four (4) or more meters are continu-

HOW TO READ



A GAS METER.



READ FROM LEFT TO RIGHT.

THIS DIAL READS 53,200

All gas and electric meter dial mechanisms are arranged to work decimally.

Commence at the left-hand dial and set down the lesser figure of the two that the hand is between, so proceeding to the last dial to the right. For instance, in the diagram of the gas meter dial shown above the reading worked out would be 53200. If the previous month's reading had been 47800, the difference, 5400 cubic feet, would be the proper charge for the period.



KILOWATT HOURS

Electric meters are read in the same manner.

ORDINANCES RELATING TO SALE OF LIQUOR

Ordinance No. 1038 (New Series) requires a permit for sale of liquor at retail to be obtained from the Police Commission, fixes the amount of license at \$500 a year and prescribes the conditions under which permit is issued.

Ordinance No. 1749 (New Series) prohibits the sale of liquor at retail without first obtaining a permit; makes the keeping of a place for selling liquor a nuisance and delegates to police officers and District Attorney the authority to search such places and to abate the nuisance; makes it the duty of police officers to seize any liquors found for purposes of evidence and after conviction to destroy the same.

Order No. 2696 prohibits the sale of liquor in side-rooms, etc., of saloons; only in alcove or booths open at the top and not over six feet high.

Ordinance No. 826 prohibits music in saloons, dance halls, etc., after 1 o'clock a. m.

Ordinance No. 829 prohibits the taking of liquor into any public institution.

ORDINANCES RELATING TO MINORS

Ordinance No. 838 prohibits three or more persons under 21 years to congregate on any public street between 8 p. m. and daylight.

Ordinance No. 748 (New Series) regulates the time and manner of conducting certain business occupations by minors.

Ordinance No. 274 (New Series) prohibits minors under 18 years from frequenting bar-rooms, billiard or pool-rooms or indulging in games of billiards, pool or cards.

Ordinance No. 371 (New Series) prohibits minors under 16 years from loitering, playing, etc., on the public streets or parks in the night time after 9 o'clock p. m., from April 1 to October 1, and after 8 o'clock p. m. from Oc-

tober 1 to April 1, unless accompanied by parent or guardian or unless attending night school.

Ordinance No. 723 (New Series) prohibits minors under 18 years from visiting dance halls.

Ordinance No. 914 prohibits minors under 16 years from getting on or off moving vehicles.

Order No. 1894 prohibits the sale of firearms, cartridges, etc., to minors under 17 years and for such minors to have the same in their possession.

MISCELLANEOUS ORDINANCES

Order No. 3051 requires auctioneers to display a flag at all auction sales, with the words "Auction Sale" thereon.

Ordinance No. 812 prohibits the discharge of cannon without permission of the Mayor; also of fireworks or firearms, excepting that public displays of fireworks may be given with permission of the Mayor.

Ordinance No. 4114 (New Series) prohibits the advertisement or carrying on of the business of fortune telling, etc.

Ordinance No. 504 (New Series) prohibits the possession of any contrivance to incorrectly register a gas or electric meter with intent to defraud.

Ordinance No. 901 makes it unlawful to impersonate a police officer, deputy sheriff, deputy coroner or a member of the Fire Department or to use badges of same.

Ordinance No. 804 prohibits kite flying in a certain district without a permit from the Chief of Police.

Order No. 108 (Second Series) prohibits keepers of junk shops and dealers in second-hand material from buying lead pipe, faucets, plumbing material, gas or electrical fixtures,

etc. Dealers must keep a record book showing purchase of goods, name and residence of seller, etc., which book shall be open to inspection of police.

Ordinance No. 2365 (New Series) requires dealers in second-hand goods, except household goods, to keep a record of all purchases and make a daily report of same to Chief of Police, and regulates the conduct of such businesses.

Ordinance No. 912 prohibits the piling of lumber to a height greater than 35 feet.

Ordinance No. 767 prohibits the employment of any person for the purpose of peddling without a license.

Ordinance No. 1030 prohibits peddling on the streets without a license, or soliciting at places having the sign "no peddlers."

Ordinance No. 400 (New Series) prohibits peddling or soliciting the sale of merchandise, tickets, etc., within 12 feet of the exit of any ferry, depot, theater, circus, hall, etc.

Ordinance No. 761 (New Series) regulates moving picture exhibitions and appoints a censorship committee.

Ordinance No. 1093 regulates shooting galleries; must obtain permit from Police Commission.

Ordinance No. 820 prohibits possession of slung-shots and air guns.

Ordinance No. 445 prohibits livery stable keepers from using horses or vehicles entrusted to their care.

Order No. 3089 prohibits wearing of hats in theaters, moving picture exhibitions, etc.

Ordinance No. 1245 makes it unlawful for any person to sell or offer for sale any badge or star used by members of the Police Department without the written authorization of the Chief of Police.

Ordinance No. 902 (New Series)—Every person operating a revolving wheel, chute, scenic railway or other device for conveying human beings must submit same to a test and carry a weight of 450 pounds for each person to be carried; such test to be in the presence of Chief of Police or deputy, and a permit therefor issued before the same can be used.

Ordinance No. 3276 (New Series) (Pound Ordinance) establishes a Public Pound; makes it unlawful for any person having control of any animal (licensed dogs excepted) to permit such animal to stray or run at large or to be herded, tied or in any manner to be upon a street, public square or unfenced lot.

Ordinance No. 1204 makes it unlawful to explode blasts without a permit of the Board of Supervisors.

Ordinance No. 644 requires that all machinery used in crushing rock, bricks, etc., shall be enclosed so as to prevent dust and debris on the street.

Ordinance No. 1683 (New Series) requires dealers in firearms to keep a register of each sale, showing name and description of purchaser, etc.

Ordinance No. 1289 (New Series) prohibits dogs from running at large without payment of a license.

Ordinance No. 1874 (New Series) requires the owners of all vacant lots to remove all rubbish and notice to remove same shall be given by the Police Department.

Ordinance No. 2014 (New Series) prohibits the wearing of hat pins, the point of which protrudes more than one inch, unless the point is protected by a sheath or covering to prevent danger of penetration.

VOTING

QUALIFICATIONS OF VOTERS

Only those persons are entitled to vote who possess the qualifications prescribed in Section 1 of Article II of the Constitution of the State of California and come within the other provisions of that section and are registered as required by law. The section in question reads as follows:

"Every native citizen of the United States, every person who shall have acquired the rights of citizenship under or by virtue of the Treaty of Queretaro, and every naturalized citizen thereof, who shall have become such ninety days prior to any election, of the age of twenty-one years, and shall have been a resident of the State one year next preceding the election, and of the county in which he or she claims his or her vote ninety days, and in the election precinct thirty days, shall be entitled to vote at all elections which are now or may hereafter be authorized by law; provided, no native of China, no idiot, no insane person, no person convicted of any infamous crime, no person hereafter convicted of the embezzlement or misappropriation of public money, and no person who shall not be able to read the Constitution in the English language and write his or her name, shall ever exercise the privileges of an elector in this State; provided, that the provisions of this amendment relative to an educational qualification, shall not apply to any person prevented by a physical disability from complying with its requisitions, nor to any person who now has the right to vote, nor to any person who shall be sixty years of age and upwards at the time this amendment shall take effect." (This amendment took effect October 10, 1911.)

When Female Voter Has Changed Name—
In case the surname of any female person offering to vote has been changed by reason of marriage or divorce since registration, such

person shall sign her name as it was before such marriage or divorce and also her name as it is at the time she votes, indicating on the roster by brackets or other means, that the two names are the names of one person. (Political Code, Sec. 1204.)

Party Affiliation, When Not Material—At all elections (other than an August primary election or municipal primary election under the Direct Primary Law of 1917), an elector otherwise qualified to vote is entitled to vote without regard to the name of the political party, if any, designated on his affidavit of registration, and irrespective of the fact that when registering he failed or declined to state any political affiliation.

May Presidential Primary—At the May presidential primary election any person desiring to vote shall, on writing his name or having it written for him on the roster, likewise write or have written for him on the roster, the name of the political party with which he intends to affiliate in voting for candidates for office at the next ensuing November election. He shall then, in an audible tone of voice, declare to the election officer from whom he receives his ballot the name of such political party, and the clerk whose duty it is to write the name of the elector on the poll list shall also write opposite such name the name of said political party. Thereupon said elector (provided he is otherwise qualified to vote, and has not been challenged or, if challenged, has been overruled) shall be given the ticket of that political party only and he shall be permitted to vote the same (Presidential Primary Act, Sec. 6).

Party Affiliation—At the May presidential primary election an elector otherwise qualified to vote is entitled to vote the ticket of that political party the name of which he has at said election written on the roster and declared as aforesaid, notwithstanding the fact that his affidavit of registration contains the name of the

same or of a different political party or does not contain the name of any political party, and notwithstanding the fact that when registering he failed or declined to state the name of any political party with which he intended to affiliate.

Municipal Primary—At an August primary election held under the provisions of the Direct Primary Law, amended May 31, 1917, and at any primary election held under the provisions of that law to nominate candidates for municipal offices, any person desiring to vote shall, on writing his name, or having it written for him, on the roster (and provided he is otherwise qualified to vote, and has not been challenged, or, if challenged, the challenge has been overruled), receive the official primary election ballot of the political party designated in his affidavit of registration (or the non-partisan ballot, provided no such party was so designated), and no other.

OPENING OF THE POLLS

Time of Opening Polls—At all elections, State, county or municipal, general, special or primary, the polls must be opened at six o'clock a. m., on the day of election and must be kept open until seven o'clock p. m. of the same day, when they shall be closed, except for the purpose, as hereinafter stated, of permitting those present to vote. (Political Code, Secs. 1160 and 1164.)

Signature on Roster—In all cases, except in those the name and address of the voter is written on the roster for him as above provided, the election officer having charge of the affidavits of registration shall, in the presence and view of the bystanders, compare the signature of the voter on the roster with the signature of the person on the affidavit of registration and no ticket shall be given such voter until such comparison has been made as aforesaid, and until so made the right of a voter to vote may be challenged. (Pol. Code, Sec. 1204.)









